

<b>COURSE TITLE BLACKBOARD SITE</b>	ARC 5922 Professional Practice 2 Spring 2011 – <a href="http://my.ltu.edu">http://my.ltu.edu</a> and select CRN 3432
<b>INSTRUCTOR</b>	Tom Platz, RA taplatz@hedev.com Business phone: 248.262.1627; cell phone 586.216.7095 Telephone Hours: Monday-Thursday 9:00am – 4:00pm Office hours by appointment
<b>SCHEDULE</b>	January 10, 2010 – May 07, 2010 14 Weekly modules, mid-term exam + final exam See <a href="http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp">http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp</a> for LTU academic calendar information.
<b>LEVEL/ HOURS PREREQUISITE</b>	Graduate Level / 2 credit hours Admission / prerequisite requirements: Professional Practice 1
<b>REQUIRED TEXT</b>  (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: <a href="http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489">http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489</a>
<b>ADDITIONAL RESOURCES</b>	LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a> Course-specific information is provided in the "Course Information" area
<b>TECHNICAL SUPPORT</b>	Technical support for using Blackboard is provided by the Helpdesk. Visit <a href="http://www.ltu.edu/ehelp">www.ltu.edu/ehelp</a> or 248.204.2330 or <a href="mailto:helpdesk@ltu.edu">helpdesk@ltu.edu</a>

## 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.

Week # - Dates	Modules	Topic/ Lecture/ Readings	Assignments Due
Week 1 01/10 -01/12	Module 0	Course Orientation	Introductions Online Discussion Forum
Week 1 01/10 – 01/16	Module 1	Firm Identity PowerPoint Lecture Text Chapter 4.3	Bb Discussion Forum
Week 2 01/17 – 01/23	Module 2	Ethics and Leadership PowerPoint Lecture/ Video Text Chapter 1.2	Bb Discussion Forum
Week 3 01/24 – 01/30	Module 3	Marketing 1 – Strategies PowerPoint Lecture Text Chapter 4.5	Bb Discussion Forum Ethics Assignment #1 Due
Week 4 01/31 – 02/06	Module 4	Marketing 2 – How Clients Select PowerPoint Lecture Text Chapter 4.6	Bb Discussion Forum
Week 5 02/07 – 02/13	Module 5	Human Resources/ Insurance/ Benefits PowerPoint Lecture Text Chapter 5.5	Bb Discussion Forum
Week 6 02/14 – 02/20	Module 6	AIA Guest PowerPoint by AIA Associates Text Chapter 1.4 & Appendix B	Bb Discussion Forum
Week 7 02/21 – 02/27	Module 7	Mid-Term Exam	Exam
Week 8 02/28 – 03/06	Module 8	Compensation PowerPoint Lecture 4 Readings in Module 11 Theory Folder	Bb Discussion Forum
<b>Mid-semester Break – No Classes</b>			
Week 9 03/14 – 03/20	Module 9	Project Management PowerPoint Lecture Text Chapters 9.1, 9.2	Bb Discussion Forum
Week 10 03/21 – 03/27	Module 10	Delivery Methods PowerPoint/ Video Text Chapters 8.1, 8.2	Bb Discussion Forum
Week 11 03/28 – 04/03	Module 11	Financial Management Video Text Chapters 5.1, 5.2, 5.3	Bb Discussion Forum Dollars and Sense Assignment #2 Due
Week 12 04/04 – 04/10	Module 12	Legal Structures and Start-up PowerPoint Lecture Text Chapters 4.1, 4.2	Bb Discussion Forum
Week 13 04/11 – 04/17	Module 13	Risk Management Video Text Chapter 5.4	Bb Discussion Forum Final Course Evaluation Due

Week # - Dates	Modules	Topic/ Lecture/ Readings	Assignments Due
Week 14 04/18 – 04/24	Module 14	Contracts and Agreements PowerPoint Lecture Text Chapters 12.1, 12.2	Bb Discussion Forum
Week 15 04/25 – 05/01	Final Exam Part 1	Final Exam – Part 1	Exam
Week 16 05/02 – 05/07	Final Exam Part 2	Final Exam – Part 2	Exam

### STUDENT EVALUATION

The course has 2 assignments, Mid-Term Exam, Final Exam and Online Forum participation totaling 100 points. Letter grades are awarded based on the total number of points achieved. Points are deducted for late assignments.

#### EXAMPLES:

Assignments	Points
Assignments #1 & #2 @ 10 each	20
Mid-Term Exam	20
Final Exam	32
Online participation = 14 @ 2 each (Forums 1 through 14)	28
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

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.

## STUDENT LEARNING OBJECTIVES / OUTCOMES

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](http://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 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 so I can store your address in my email 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 can 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 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:

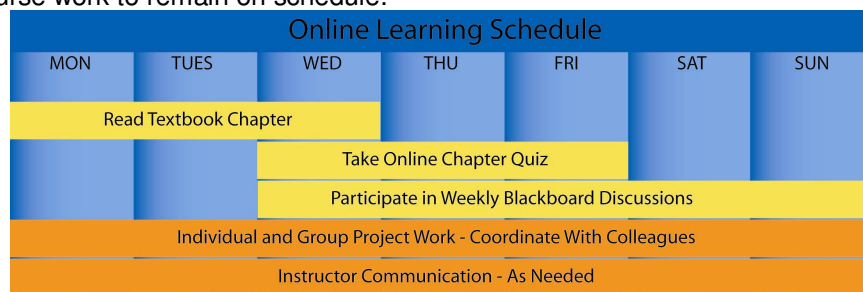
- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported 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.

## **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 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 (Modules 3 through 10), 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**

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 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.