

COURSE TITLE BLACKBOARD SITE	ARC5913 Professional Practice 1 Spring 2012 – http://my.ltu.edu and select CRN 3478
INSTRUCTOR	Matthew Bohde Matthew J. Bohde, Architect mbohde@ltu.edu , Office hours by appointment
SCHEDULE	16 Online Modules plus 1 break week, January 16 – May 12 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 Degree / 3 credit hours Graduate standing/completion of undergraduate degree in Architecture
REQUIRED TEXT (See Blackboard for additional resources)	1. The Architecture Student's Handbook of Professional Practice 14 th Edition John Wiley and Sons ISBN 978-0-470-08869-2 2. Ethics and the Practice of Architecture by Wasserman, Sullivan and Palermo, John Wiley & Sons, copyright 2000, ISBN 0-471-29822-0 (pbk) 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 . 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
Week of Jan 16 – Jan 22	Module 0 Introduction	Overview of textbook Online Learning Orientation Course Orientation and group formation	Discussion Board Introduction
Week of Jan 23 – Jan 29	Module 1 Preparation and Regulation	Text Pg 44-50 IDP Guidelines Occupational Code	Bb Discussion Board Forums
Week of Jan 30 – Feb 5	Module 2 Architecture as a Profession	Text Pg 2-29 NCARB Rules of Conduct Mandatory Continuing Education Overview	Bb Discussion Board Forums
Week of Feb 6 – Feb 12	Module 3 Clients	Text Pg 133-145 Bestpractice-Thinking like a Client, Client Expectations and Communication, Client- Centeredness	Bb Discussion Board Forums
Week of Feb 13 – Feb 19	Module 4 Leadership and Communication	Text Pg 51-73 The Art of Listening	Bb Discussion Board Forums Client Representative assignment due
Week of Feb 20 – Feb 26	Module 5 Legal Considerations	Text Pg 30-43 Ethics Reading pp.10-30	Bb Discussion Board Forums
Week of Feb 27 – Mar 4	Module 6 The Economy	http://usinfo.state.gov/products/pubs/oecon/ Ethics Reading pp. 31-69	Bb Discussion Board Forums
Week of Mar 5 – Mar 11	Module 7 Professional Services & Project Approach	Text Pg 240-302,330-340 Ethics Reading pp. 70-92	Bb Discussion Board Forums
Week of Mar 12 – Mar 18		SEMESTER BREAK	
Week of Mar 19 – Mar 25	Module 8 MID-TERM EXAM	Ethics Reading pp. 93-126	Online Exam

Dates	Modules	Topics / Readings	Assignments Due
Week of Mar 26 – Apr 1	Module 9 Owner Architect Agreement	Text Pg 576-621 AIA document B101 Ethics Reading pp. 127-158	Bb Discussion Board Forums B101 assignment due
Week of Apr 2 – Apr 8	Module 10 Design Parameters	Text Pg 533-573 Ethics Reading pp. 159-183	Bb Discussion Board Forums
Week of Apr 9 – Apr 15	Module 11 Project Delivery & Contract documents	Text Pg 371-422	Bb Discussion Board Forums
Week of Apr 16 – Apr 22	Module 12 Construction Costs	Text Pg 341-370 Total Cost Management Uniformat II	Bb Discussion Board Forums
Week of Apr 23 – Apr 29	Module 13 Construction Related Services	Text Pg 422-451	Bb Discussion Board Forums
Week of April 30 – May 6	Module 14 Introduction to Firms Ethics In Architecture	Text Pg 76-87 AIA Best Practice: Starting a Firm Small Design-Oriented firms Review Ethics readings.	Bb Discussion Board Forum - Ethics Ethics assignment due
Week of May 7 – May 12	Module 15 FINAL EXAM	No reading assignments	Online 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	Points
Assignments	20
Midterm Exam	26
Final Exam	26
Online Participation	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

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, introduction to firm organization and ethics. 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.

STUDENT LEARNING OBJECTIVES / OUTCOMES

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.

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

The course uses prerecorded lectures, readings, online discussions and exams

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.

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.

Assignments - Assignments will be due as indicated below. Late assignments will be penalized.

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.

ALL ASSIGNMENTS WILL BE DUE BY MIDNIGHT FRIDAY OF THE MODULE INDICATED

Client Representative Assignment (5 Points) Due 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) Due 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.

Ethics In Architecture (10 Points) Due Module 14.....

Subject: Ethics

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.

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:

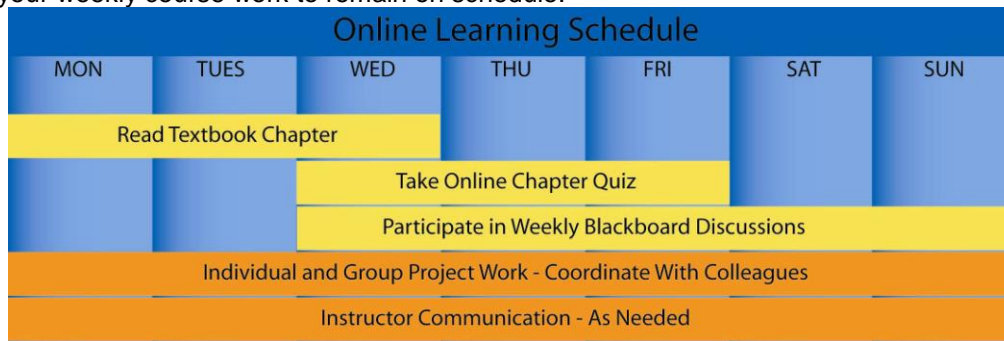
- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
- I will issue weekly announcements to update to all class members to guide upcoming work and will try to remind you of assignment due dates.
- I will review assignments promptly, and will include individualized comments when graded.
- 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 Participation (28 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 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.

SYLLABUS ADDENDA

Syllabus addenda (and announcements thereof) will be issued as needed.

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.

COURSE OUTLINE - For a course outline, see the following pages of this Syllabus.

Professional Practice 1 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*