<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>ARC5913 Professional Practice 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACKBOARD SITE</td>
<td>Summer 2011 – <a href="http://my.ltu.edu">http://my.ltu.edu</a> and select CRN 5165</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>Matthew J. Bohde, AIA</td>
</tr>
<tr>
<td></td>
<td>Architect</td>
</tr>
<tr>
<td></td>
<td><em><a href="mailto:mbohde@ltu.edu">mbohde@ltu.edu</a></em>, <a href="mailto:bohde@att.net">bohde@att.net</a>*</td>
</tr>
<tr>
<td></td>
<td>Cell phone 248-514-4946</td>
</tr>
<tr>
<td></td>
<td>Office hours by appointment</td>
</tr>
<tr>
<td>SCHEDULE</td>
<td>May 18, 2011 – July 28, 2011</td>
</tr>
<tr>
<td></td>
<td>Refer to <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 the last date to withdraw and other important registration related information.</td>
</tr>
<tr>
<td>LEVEL/ HOURS PREREQUISITE</td>
<td>Master of Architecture program / 3 credit hours</td>
</tr>
<tr>
<td></td>
<td>Undergraduate Architecture Degree</td>
</tr>
<tr>
<td>REQUIRED TEXT</td>
<td>The Architecture Student’s Handbook of Professional Practice 14th Edition</td>
</tr>
<tr>
<td>(See Blackboard for additional resources)</td>
<td>John Wiley and Sons ISBN 978-0-470-08869-2</td>
</tr>
<tr>
<td>ADDITIONAL RESOURCES</td>
<td>LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a></td>
</tr>
<tr>
<td>TECHNICAL SUPPORT</td>
<td>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>. Send the Help Desk a form detailing any issues by clicking here <a href="http://tinyurl.com/3yqrvne">http://tinyurl.com/3yqrvne</a>.</td>
</tr>
</tbody>
</table>
COURSE SCHEDULE FOR TRADITIONAL & COLLEGE OF MANAGEMENT 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Modules</th>
<th>Topics / Readings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Semester Start and May 18 – May 22</td>
<td>Module 0 – Orientation</td>
<td>Review textbook Online Learning and Course Orientation</td>
<td>Course orientation</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Bb Discussion Board Forum</td>
</tr>
<tr>
<td>Week of May 23 – May 29</td>
<td>Module 1 - Preparation and Regulation</td>
<td>Text Pg 44-50 IDP Guidelines Occupational Code Pg 2-29 NCARB Rules of Conduct Mandatory Continuing Education Overview</td>
<td>Bb Discussion Board Forum</td>
</tr>
<tr>
<td></td>
<td>Module 2 - Architecture as a Profession</td>
<td></td>
<td>Assignment #1</td>
</tr>
<tr>
<td>Week of May 30 – June 5</td>
<td>Module 3 – clients</td>
<td>Pg 133-145, Best Practice - Thinking like a Client, Client Expectations and Communication, Client-Centeredness Pg 51-73, The Art of Listening</td>
<td>Bb Discussion Board Forums</td>
</tr>
<tr>
<td></td>
<td>Module 4 - Leadership and Communication</td>
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<tr>
<td>Week of June 6 – June 12</td>
<td>Module 5 - Legal Considerations</td>
<td>Pg 30-43</td>
<td>Bb Discussion Board Forum</td>
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<tr>
<td></td>
<td>Module 6 - The Economy</td>
<td><a href="http://usinfo.org/zhtw/DOCS/Outline">http://usinfo.org/zhtw/DOCS/Outline</a> Economy/oecon.html</td>
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<tr>
<td>Week of June 13 – June 19</td>
<td>Module 7 – Prof. Services and Project Approach</td>
<td>Pg 240-302,330-340 MIDTERM EXAM</td>
<td>Bb Discussion Board Forum</td>
</tr>
<tr>
<td></td>
<td>Module 8 - Midterm Exam</td>
<td></td>
<td>MIDTERM EXAM</td>
</tr>
<tr>
<td>Week of June 20 – June 26</td>
<td>Module 9 - Owner Architect Agreement</td>
<td>Pg 576-621</td>
<td>Bb Discussion Board Forum</td>
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<tr>
<td></td>
<td></td>
<td>AIA document B101</td>
<td>Assignment #2</td>
</tr>
<tr>
<td>Week of June 27 – July 3</td>
<td>Module 10 - Design Parameters</td>
<td>Pg 533-573</td>
<td>Bb Discussion Board Forum</td>
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<tr>
<td></td>
<td></td>
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<td>Other assignment(s) due</td>
</tr>
<tr>
<td>Week of July 4 – July 10</td>
<td>Module 11 - Project Delivery &amp; Contract documents</td>
<td>Pg 371-422 Const Document Delivery Designing The Way We Work</td>
<td>Bb Discussion Board Forum</td>
</tr>
<tr>
<td></td>
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<td>Assignment #3</td>
</tr>
<tr>
<td>Week of July 11 – July 17</td>
<td>Module 12 - Construction Costs</td>
<td>Pg 341-370 Total Cost Management Uniformat II</td>
<td>Bb Discussion Board Forum</td>
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<tr>
<td></td>
<td>Module 13 - Construction Related Services</td>
<td>Pg 422-451</td>
<td></td>
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<tr>
<td>Dates</td>
<td>Modules</td>
<td>Topics / Readings</td>
<td>Assignments Due</td>
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<tr>
<td>Week of July 18 – July 24</td>
<td>Module 14 - Introduction to Firms</td>
<td></td>
<td>Bb Discussion Board Forums Other assignment(s) due</td>
</tr>
<tr>
<td>Week of July 25 – Jul 28</td>
<td>Module 15 - Final Exam</td>
<td>No Lecture or Readings</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

THIS IS A 10 WEEK SEMESTER. THE SEMESTER IS CONDENSED

STUDENT EVALUATION

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

EXAMPLES:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>20</td>
</tr>
<tr>
<td>Midterm Exam</td>
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<tr>
<td>Final Exam</td>
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<tr>
<td>Online Participation</td>
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<tr>
<td>Total Points</td>
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<table>
<thead>
<tr>
<th>Class Points</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>96 and above</td>
<td>A</td>
</tr>
<tr>
<td>90 – 95</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>61 – 70</td>
<td>D (Undergrad Only)</td>
</tr>
<tr>
<td>60 and below</td>
<td>E</td>
</tr>
</tbody>
</table>

Note: Grades lower than a “B” fall below the LTU graduate standard
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 Uniformat system
F. Identify the difference between cost cutting and value engineering
STUDENT LEARNING OBJECTIVES / OUTCOMES
To learn the fundamentals of the business and practice of Architecture.

PREREQUISITE SKILLS
Undergraduate Architecture degree.

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

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.

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

Assignments – List and briefly describe assignments here.

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:

<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Textbook Chapter</td>
<td></td>
<td></td>
<td>Take Online Chapter Quiz</td>
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<tr>
<td></td>
<td></td>
<td>Participate in Weekly Blackboard Discussions</td>
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<tr>
<td></td>
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<td>Individual and Group Project Work - Coordinate With Colleagues</td>
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<td></td>
<td></td>
<td>Instructor Communication - As Needed</td>
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</tbody>
</table>

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. Some assignments are also posted to the Blackboard Discussion Forum for student comments.
1. Ethics Assignment (5 Points) Due Friday Midnight of Module 2

Subject: The following is a hypothetical situation that I would like you to consider and respond to:
You are the owner of a small to medium firm. You have been selected to do a significant project for a new client. This is a new building type for your firm and the project is important to maintaining an even backlog of work. Your presentations to the new client included focus on the qualifications and experience of one of your employees while under the employ of another firm. This employee has been designated as the lead member of your design team. After your firm’s selection, you are made aware of the fact that your employee grossly misrepresented their role in similar projects. Your employees are also aware of this development. You do not know if the new client may also have this new information. What do you do?

Points to be addressed:
• How would you act in this case?
• Are you responsible to inform the owner of all your knowledge of the situation?
• How (if so decided) would you inform the client?
• How would you address the employee in question?
• What is your responsibility to your other employees?

Requirements:
• Written minimum 300 words Submit in PDF format double spaced or as requires to allow approximately 1/3 inch (24 points) between lines for my handwritten comments.
• Be prepared to discuss and defend your actions.

2. B 101 Assignment (5 Points) Due Friday Midnight of 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. What is the architect’s responsibility in determining regulatory and utility provider requirements?
3. What other document governs the architect’s administration of the contract?
4. Is the architect responsible to consider environmental consequences of their design?
5. How many consecutive days must the owner suspend the Project before the architect can terminate the agreement?
6. What is the owner’s responsibility to the architect if they believe a design error has been made?
7. If a project is bid or negotiated and it exceeds the owner’s original budget, what is the architect’s responsibility?
8. Whose responsibility is it to provide a program for the project?
9. When does the architect’s responsibility to provide Contract Administration Services end?
10. How would a service tax on the architect’s fee be dealt with?

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

3. Project Manual Index (10 Points) Due Friday Midnight of Module 11

Subject: Project Manual Table of Contents
1. Prepare a project manual table of contents for the project described below.
2. 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.

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 responses to another's post. If I pose a question to you directly, I will expect a direct response. Each module will have a discussion board with a point value of 2.0. I may split some modules into two separate DBS. Your posts should be directed at stimulating discussion and improving the learning experience. You may pose questions to me or other students. Relaying personal experience and concerns with the topic are encouraged.

DO NOT WAIT UNTIL SUNDAY of the module to participate. I will downgrade posts after 6:00pm on Sunday. I will also downgrade you if you have all your posts on Sunday.

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.

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.