PRACTICUM (variable credit (2-6), prereq: ARCH 4/584 or IARC 4/584, pre-auth to register, P/NP)  
Graduate and undergraduate students pursue participatory learning experiences off campus in professional practice settings. These variable credit courses fulfill subject area electives. A practicum provides opportunities to explore aspects of professional practice within design firms or other entities engaged in activities that shape the built environment. Mentors guide students’ learning by inviting them to observe their professional activities and giving assignments that develop professional abilities. Students are not paid for practicum hours. The practicum is an educational program for students who want to increase their understanding of professional practice or participate in research in a professional setting.

Instructor  
Christine Theodoropoulos, ctheodor@uoregon.edu, (541) 346-3656

Distance Learning Format  
Students submit weekly assignments by email. Meetings with the instructor can take place in person, by phone or teleconference.

Credit Hours  
The number of credits is determined in consultation with the mentor who is supervising the practicum student and the instructor. Each undergraduate credit hour is equivalent to 30 hours of effort. Each graduate credit hour is equivalent to 40 hours of effort. One credit will be applied to assignments given by the instructor which includes meetings, practicum planning and reporting. The remaining credits will be applied to work at the practicum site.

Identifying a Practicum Host  
The process for identifying a suitable practicum host takes time and should begin at least one month before the start of the quarter for practicum placements in Oregon. Out-of-state or international placements may take longer. Prior to contacting potential hosts, interested students should arrange a meeting with the practicum instructor to discuss the process for practicum placement. Many potential practicum hosts, especially governmental agencies or non-governmental organizations, have an application process with specific application requirements and due dates. International placements through the University of Oregon IE3 Program require a separate application available from UO campus advising at ie3@uoregon.edu.

The ARCH/IARC 409 Undergraduate Practicum Requirements  
Undergraduate students keep a daily log documenting their practicum activities and hours. Each week students prepare a 400 word reflection on observations made and lessons learned. At the conclusion of the practicum, the logs and summaries make up the appendix of a two page final report that is reviewed and approved by their practicum mentor and submitted to the instructor.

ARCH/IARC 609 Graduate Practicum Requirements  
Graduate student practicum work is organized around research activities that can be pursued in a practice setting. Students can contribute to research work undertaken by their practicum host, or develop a research activity that relates to their practicum experience. In addition to preparing daily activity logs and weekly summaries, graduate students submit a research activity proposal and attend a research meeting either in person, by phone or by teleconference. See the practicum research summary page for examples of past research activities.
How to Enroll:
Interested students should contact the Architecture Department office to schedule an informational meeting, either in person or by phone with Christine. Please bring or email a copy of your resume and one or two examples of recently completed design work. If your preparation and availability for practicum is appropriate, you will be authorized to enroll and can begin seeking a practicum placement. Instructor approval of all practicum placements is required before students may start any practicum hours.

PRACTICUM Schedule and Assignments:
Hours spent in the practicum must occur during the quarter the student is enrolled.

No later than one month before the start of the quarter:
Meet with the instructor for pre-authorization to enroll
Instructor meetings can be in person or by phone and will determine eligibility, individual goals, potential host organizations or firms.

No later than the first week of the quarter:
Identify a host firm or organization and mentor (resume and portfolio due this week)
The instructor is available to assist with this process. The instructor will contact prospective mentors prior to the start of a proposed practicum to discuss the mentor’s role and confirm that there is a qualified individual available to fulfill the duties of the mentor. Students may not begin a practicum prior to receiving instructor approval.

Week 1 at the practicum:
Getting settled (practicum agreement due within one week of the practicum start)
Meet with your mentor to finalize your practicum agreement. Agreements should specify hours, schedule, number of credits and the types of activities planned for the practicum.
Graduate students also submit a preliminary statement about possible research-related activities.

Typical practicum week:
Practicum activity (log and weekly commentary for the prior week due Mondays at 5 pm)
Prepare a log describing activities and hours for each day of practicum attendance. A weekly written commentary describing lessons learned, observations or questions should summarize your experience and can include one or two images documenting practicum work.

ARCH 609 Research meeting at a time to be determined by the instructor:
Attendance can be in person, or by phone (students enrolled in international settings can substitute email if there are difficulties communicating by phone)
In this meeting with the instructor and other graduate students, students give short presentations about their research activity, followed by a general discussion of research objectives and methods.

Final practicum week:
Prepare practicum report (due on the last day the UO permits final examinations)
The final practicum report is prepared by the student and signed by the mentor. It includes a one to two page summary of the practicum and a statement prepared by the student that provides a self-assessment of his or her performance. Attach all practicum logs and weekly commentaries in an appendix to the report.
INFORMATION FOR PRACTICUM STUDENTS AND THEIR MENTORS

Internships and Practica for Architecture and Interior Architecture Students
Students are encouraged to gain experience in professional practice settings while they are still in school by working as interns or by taking Practicum, an elective course in which students study under the guidance of professional mentors at the mentors’ places of work.

What is a Practicum?
Architecture and interior architecture students can pursue a participatory learning experience in their field of study by enrolling in Practicum (ARCH 409, 609 or IARC 409, 609). These variable credit courses can be used to fulfill subject area electives in all of the department’s degree programs. A practicum provides an opportunity to explore aspects of professional practice within design firms or other entities engaged in activities that shape the built environment. Professional mentors guide students’ learning by inviting them to observe professionals at work and giving them assignments that develop professional skills. Students are not paid for their practicum hours, however some practicum hosts provide students with a stipend that is similar to a scholarship award and administered by the school. The practicum is an educational program recommended for students who have never worked in a professional office and for students who want to broaden their knowledge of professional practice or conduct research in the context of a professional setting. Practicum hours are part of a student’s professional degree program and cannot be double counted as professional internship hours that are required for registration in the field of architecture. For more information about completing a practicum or mentoring a practicum student, contact Christine Theodoropoulos at 541-346-3656, ctheodor@uoregon.edu

What is an Internship?
In the fields of architecture and interior design internships are entry-level professional positions in which interns are trained by architects, interior designers or professionals in closely allied fields. Students do not receive academic credit for internships and cannot substitute internship experiences for professional degree requirements. Most internships are paid positions, but interns also work as volunteers for non-profit organizations or public agencies, or contribute their time to pro bono projects. Employers are responsible for properly compensating intern employees in compliance with the regulations for the jurisdiction in which they are working. The Joint Statement on Architectural Internships from the AIA, ACSA and AIAS states:

The Association of Collegiate Schools of Architecture, the American Institute of Architects, and the American Institute of Architecture Students recognize that architects are bound by law and ethics to pay interns, and strongly advocate for the appropriate compensation of architectural students and interns. Because of current economic transformations, some architects have both solicited and accepted the services and labor of interns without pay. We strongly urge architectural firms and other for-profit employers to respect the law and comply with the ethical standards of our profession, and we strongly encourage interns to refuse to accept employment without pay, and to notify the Department of Labor in cases where employers propose such an arrangement. For more information on labor laws and professional ethics, please see the AIA Code of Ethics and the U.S. Labor Department standards under the Fair Labor Standards Act.

The ACSA, AIA, and AIAS further support architects, students, and recent graduates doing pro-bono work. We recognize the distinction between unpaid work for profit-making employers, and unpaid work for non-profit organizations, communities in need, and
volunteer activities, which allows participants to determine their own hours and degree of involvement. The AIA has established guidelines for services that are provided on a Pro Bono basis. They can be found on under the member section of aia.org.

The School of Architecture and Allied Arts Outreach and Development for Students (PODS) program (http://aaa.uoregon.edu/pods/) maintains a list of internship openings, advises students seeking internships, offers professional skills workshops and hosts an annual Career Symposium in Portland. The Departments of Architecture and Landscape Architecture host the Visiting Firms Day in Eugene to introduce students to firms seeking interns. For information about reaching students who are interested in internships, contact Kassia DellaBough at pods@uoregon.edu or (541) 346-2621.

In the field of architecture, advanced students may be able to apply internship hours toward the IDP (Intern Development Program). More information about IDP enrollment, eligibility and requirements is available from NCARB (National Council of Architectural Registration Boards) and from the architectural registration board in the state where the student plans to seek licensure. In Oregon, IDP information is available at: http://www.orbae.com/orbae/index.php/licensure/idp

What are the responsibilities of practicum mentors?
Practicum mentors act as teachers. Although the subjects covered in practicum instruction varies, all mentors:

• Communicate with the instructor about practicum procedures.

• Provide informational interviews for potential practicum students to determine if a practicum placement is appropriate.

• Identify learning opportunities at the practicum site that are suited to the student’s interests and level of experience.

• Include students in appropriate professional activities such as meetings or site visits.

• Give students assignments that help them to develop professional skills. Activities may include information gathering, analysis, written or graphic documentation, construction, etc.

• Review and sign the student’s practicum log and final report.

• Conduct an exit interview with the student at the conclusion of the practicum.

• Promptly inform the instructor if you encounter difficulties which affect the quality of the practicum.

What are the responsibilities of practicum students?
Practicum students are expected to take initiative in shaping the practicum experience. Practicum students:

• Meet with the practicum instructor and become familiar with practicum requirements prior to enrolling in the course or seeking practicum placements.
• Prepare for practicum placement by developing a resume and portfolio, and initiating communications with potential mentors.

• Prepare the practicum agreement and arrange for approval by the mentor and the instructor.

• Document practicum work in daily logs and weekly summaries.

• Attempt all assigned work with a professional attitude and work standard. Ask questions if any aspect of the assigned work is not clearly understood.

• Take advantage of the opportunities for professional development at the practicum site.

• Prepare a written self-assessment to present at the exit interview with the mentor.

ADDITIONAL INFORMATION ABOUT THE GRADUATE PRACTICUM

Students enrolled in ARCH/IARC 609 are required to integrate research-related activity into their practicum work and are expected to take the lead in developing research activities that are appropriate to their practicum setting. In addition to the responsibilities listed above, graduate students will:

• Prepare preliminary and final research activity proposals.

• Attend a research meeting with the instructor and other graduate students, either in person or by telephone or video conference.

• Include discussion of research-related work in the final report for the practicum.