SUMMER PRACTICUM 2008
ARCH 409/609
Variable Credit (1-6, number of credits selected must be approved by instructor)

INSTRUCTOR
Hajo Neis, Ph.D. Associate Professor
Email: HajoNeis@aol.com

COURSE DESCRIPTION
This course is intended to provide students with the opportunity to observe how a professional design office functions and gain experience under the supervision of design professionals. Students who enroll in the course will be placed in a host firm in the city of Portland. Students who wish to contact firms on their own must coordinate their efforts with the instructor prior to making contact with offices. All practicum placements are subject to instructor approval.

Sponsoring firms are asked to provide students with opportunities to engage in a variety of activities that would expose them to architectural design practice. Ideally activities for students should include a combination of professional shadowing and exposure to assignments normally assigned to interns. The department uses the 14 IDP training requirements as a guide for evaluating student practicum experience. This is recorded on an Experience Assessment Form prepared by the firm at the conclusion of the practicum. Students are required to keep a daily log and a weekly journal describing these experiences.

COURSE OBJECTIVE
The purpose of the practicum is to give fourth and fifth year undergraduate architecture students and second and third year graduate students, with little or no architectural office experience, exposure to the world of professional design practice in architecture or an allied field.

COURSE REQUIREMENTS
1. Prerequisites: Students planning to take the practicum must notify the department at least 6 weeks prior to the beginning of the term and forward a resume and portfolio to the instructor. Portfolios do not have to be elaborate. A single project from a 4/584 studio that is well documented on standard 8_ x 11 sheets is sufficient. The portfolio should have a title page, site and program information and a narrative statement explaining the design concept. Binders are optional; if used they should be simple, durable and lightweight.

2. Students must complete 30 hours of effort (minimum) for each credit received. 25 of these hours should be time spent in the sponsoring firm’s office. 5 hours should be spent preparing a daily log and a weekly response to a study question.
posed by the instructor. During the summer quarter in Portland, there are no weekly questions and responses; instead students will write a report at the middle of the quarter (3 pages) and another report at the end of the summer (5 pages) talking about their experience at their respective offices. The logbook is also required.

3. Study questions will be distributed to practicum students by email and responses will be shared among the group. Students are expected to read and comment on the submissions made by their peers. Through these journal exchanges, students can share experiences and identify some of the similarities and differences between practices at the different offices.

4. Students are required to present their daily log and any samples of work available for review at the end of the term by the instructor. At a minimum, daily logs should contain a description of each activity, time spent, people with whom you collaborated and any lessons learned.

5. After the practicum sponsors have been identified, students will contact the office and arrange the first meeting. The firm and the student must arrange a work schedule that is mutually acceptable for both parties. It is the student's responsibility to rigidly adhere (without exception) to the agreed upon the days and times.

6. The students are to present themselves and dress in an appropriate professional manner, at least to the level of the other professionals in the office.

7. Students may not submit work they completed as a paid employee for practicum credit. Firms may hire practicum students to work in the firm concurrently, but the activities and hours spent in practicum must be recorded separately. The intent of the practicum is to serve primarily as an educational experience, not as credit for professional work.

EVALUATION OF STUDENT PERFORMANCE
This course is offered pass/no pass only. To receive a pass, undergraduates must present work that is equivalent to a C- or better for a 400 level course. This includes timely completion of all assignments, with a clear explanation of lessons learned about professional practice. Students should avoid highly repetitive entries in their logs and journals. It is important to track the progress of your learning experience and focus on your growing understanding of issues. Undergraduates are encouraged to attempt to meet the graduate student requirements listed below.

Graduate students must present work that is equivalent to a B- or better for a 600 level course. To receive a B- at a graduate level, students must meet all of the requirements for undergraduates above. In addition, graduate students are expected to prepare journal entries and logs that are concise and rigorous, conforming to professional writing standards. Graduate students are also expected to take initiative to raise questions about professional practice issues and find the
answers by engaging in a dialog with professionals at their host firms. The lessons learned from this dialog should be documented in the log and journal.

Grades will be based on a review of the firms’ completed Experience Assessment Form, the students’ daily log, participation in the email journal exchange and samples of work.