This practicum program is intended to be a teaching and professional relationship between the student and the office. It is the opportunity to view and participate in the various professional office tasks and experiences the workings and the process that occurs in an Architect's office.

There are a number of Offices who have volunteered to participate in this program. The Instructor will assign students to those offices.

The offices are to assign a mentor for each student. The ideal mentor should be an intern within the office, ideally one that has a minimum of two years of office experience. The mentor's role is to oversee the work of the student and share experiences.

The student shall be responsible to work out a work schedule with the office that is mutually acceptable for both parties. The schedule must include a minimum of 12 hours per week at the “office”. When this schedule is agreed upon it will be the student’s responsibility to and without exception, adhere to the days and times. The student is to present himself or herself and shall dress in an appropriate professional manner, at least to the level of the other professionals in the office.

The student will make contact with the assigned office and arrange the first meeting. The office will be required to conduct a professional employment type interview with the student and if acceptable make all the necessary arrangements with the student. If for some reason the assigned student is not acceptable, contact Poticha immediately and an alternate office will be assigned to the student and the process will be repeated

If the student is not performing and is to be “fired” for any reason, the office should notify the student within the second week.

The office has been instructed to make every effort to expose the student to the following areas of the office practice and this listing should be used by the both mentor and the student as a checklist:

- Programming
- Site analysis
- Schematic design and presentations
- Design development (and the distinction between SD and DD) and presentations
- Code research
- Consultant coordination
- Construction documents
- Specifications and General conditions
- Document checking and shop drawing review
- Bidding and contract negotiation
- Construction phase in the office and on site
- Inspection reports, change orders and documentation of RFI's and other paper trails.
- Marketing, public service and RFP's

The student is required to keep an organized weekly log of experiences and the level of exposure and provide examples of work performed. The student is report to their mentor or principal if they are not getting the exposure and experiences as outlined.

The office at the end of the term will evaluate and grade the student on the learning achieved, attitude and general performance. The grade will be a pass or no pass for the term. These grades will be forwarded to Poticha for recording into the student's University record. The office, may write a note of advice and or commendation to the student. A copy of the evaluation and log will be placed into the student's permanent school record.

Orientation Meeting Wed.Sept 26 4:30PM Hearth Lobby