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 experience the workings and the process that occurs in a professional office.

There are a number of Offices who have volunteered to participate in this program. The Instructor will assign students to those offices. If a student chooses to find an office to do this course on their own, they will follow the same method for credit, and the office must make contact and be approved by the Instructor of this course. The instructor must sign off on the arrangement and process.

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 themselves and dress in an appropriate professional manner, at least to the level of the other professionals in the office.

The student will contact your office and arrange the first meeting. You will conduct an interview with the student and if acceptable make the arrangement with the student. If for some reason the assigned student is not acceptable contact Poticha immediately and an alternate will be assigned your office.

If the student is not performing and is to be "fired " for any reason, it should happen within the second week. Please report problems to Poticha.

The office is 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
- Materials and Details research

The student is required to keep a weekly log of experiences and the level of exposure. They are also to report to the mentor or principal if they are not getting the exposure and experiences 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, as an optional task, may to write a note of advice and or commendation to the student. A copy will be placed into the student’s permanent school record.

It will be possible for a student to receive IDP (ARCH) or IDEP (IARCH) credit if they work 15 hours/week for 8 weeks, Verify with the instructor.

This practicum experience is for the full length of the term through the week of final review.