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 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 rigidly 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 prior to April 7th the last
date for a student to withdraw from classes without a penalty.

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

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 with a copy to be placed into the student’s school record.