Context of the Profession
Arch 4/517 – Winter 2010

CRN 20679/20743
3 credits
T/Th 12:00-1:50, Lawrence 177

Professor Roxi Thoren
Office Hours: Tues. 9-11
Lawrence Hall 217

GTF’s

Course Description
This course is intended to introduce students to the professional practice of architecture, landscape architecture, interior design and related careers. The course is divided into three sections:

- The Professions
  Includes personal professionalism; ethics and professional judgment; legal responsibilities; professional organizations, licensure, and development; as well as various career options within the professions

- The Firm
  Includes types of practices (public and private); firm structure and management; and firm identity and marketing.

- The Project
  Includes project phases and the associated process, products and fees; contracts; scheduling and budget; project management, administration and leadership; multidisciplinary team organization; business communications; contract documents; and the client role.

Course Format
The course is lecture and lab based, with outside speakers and panels on topics such as licensure, contract law, and types of practice.

- Lecture T/Th 12:00 – 12:50
- Lab T or Th 1:00 – 1:50
  you will be assigned to a lab group the first class day

Readings:
Required Textbook – One of the following:
AIA, The Architecture Student’s Handbook of Professional Practice, 14th edition
Rogers, The Professional Practice of Landscape Architecture
Piotrowski, Professional Practice for Interior Designers, 4th edition

Additional required readings will be provided as PDF’s on Blackboard or on library reserves
Course Assignments and Exams:
- There are three group assignments, based on a hypothetical design/construction project.
- The group assignments incorporate weekly lab assignments.
- The final project assembles these individual assignments into a single project book.
- There are two exams: a midterm and a final. The final exam is not cumulative.

Course Policies:
Attendance:
- Students are required to be on time and to attend all classes.
- Planned absences should be cleared with the instructor in advance. If class or lab section will be missed due to an unforeseen event such as illness, notify the instructor as soon as possible, preferably prior to class. Students have one grace day (class and/or lab); two or more unexcused absences will result in a lowered grade of one letter grade (e.g. A to A-).

Assignments and Exams:
- Students are responsible for three assignments, expected to take 2-3 hours per week to complete.
- Late work will not be accepted. Missed assignments will result in a 0 grade.
- There will be a midterm and a final exam. Make-up exams will not be offered except in documented, extraordinary hardship circumstances; a missed exam will result in a 0 grade.

Readings:
- Students are responsible for weekly readings, expected to take 2-3 hours to complete.

Labs:
- Students are expected to participate in all lab sections, and will be assigned a grade based on their contributions to the group.
- Students are expected to use lab time to begin and to coordinate group work, and to receive feedback on work, but are also expected to meet as a team and complete work outside of lab.
- Students are encouraged to work on the weekly assignment prior to the lab section, to maximize the usefulness of the time.

Arch 517:
In addition to the above policies, graduate students are expected to:
- Become familiar with the source materials listed in the assignments by consulting originals in the library and visiting websites of the professional organizations cited.
- Submit work of professional quality. Written work should conform to technical writing standards.

Course Evaluation:
Assignment 1-3  45%
Final project  5%
Midterm Exam  20%
Final Exam  20%
Lab Participation  10%

The course may be taken for a grade, or P/F. Pass for Arch 417 is C-; pass for Arch 517 is B-.
Grading policy follows the University of Oregon Grading System, available on-line at:
http://registrar.uoregon.edu/common/grading_system.html

Due to the policies above, there is no basis for a grade of “I” or “Y” other than documented, extraordinary hardship circumstances. If you believe you have a hardship that prevents your
completing required work, it is your responsibility to notify the professor in a timely manner, preferably prior to missing a deadline.

Roles of Instructional Team:
The professor evaluates and grades the work of students enrolled in ARCH 517. ARCH 517 students who have questions about their grades should direct them to the professor.

GTFs evaluate the work of students enrolled in ARCH 417. They grade the weekly assignments according to grading criteria established by the faculty instructor. ARCH 417 students who have questions about their grades should direct them to the GTF who teaches their lab section.

A GTF assists the professor with administrative tasks related to course grades. This includes managing the course grade spreadsheet, helping students troubleshoot discrepancies between their grades and blackboard grade reports, entering grades prepared by the faculty, and assisting faculty with analysis of grade data for the purpose of improving test questions and evaluation methods. This GTF will work with all of the grade data generated in the course, including the grades received by graduate students. Students receiving ARCH 517 course credit who prefer that only faculty members see their grades can request that their grades be recorded separately. To request separate recording, please contact the professor.

Academic Honesty Policy:
All work submitted in this course must be your own and produced exclusively for this course. The use of sources (ideas, quotations, paraphrases) must be properly acknowledged and documented.

For the consequences of academic dishonesty, refer to the Schedule of Classes published quarterly. Violations will be taken seriously and are noted on student disciplinary records. If you are in doubt regarding the requirements, please consult with the instructor before you complete any requirement of the course.

Principles of academic honesty and professional ethics also apply to any use of computers associated with the class. This includes observing all software licensing requirements and respecting copyrights of intellectual property published on the Internet.

This policy is found on the larger policy page:
http://www.uoregon.edu/~stl/programs/student_judi_affairs/academic-dishonesty.htm

Disability Resources:
The University of Oregon is working to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your participation, please notify me as soon as possible. You are also welcome to contact Disability Services in 164 Oregon Hall at 346-1155 or disabsrv@uoregon.edu
Selected Bibliography

Professional Practice, General:
Pressman. Professional Practice 101: A Compendium of Business and Management Strategies in Architecture
Sharkey. Ready, Set, Practice

Education and Development:
Kim. The Survival Guide to Architectural Internship and Career Development
Landscape Architecture Registration Examination: A Guide for Professional Development
LARE Review Guides, Practice Problems
ASLA. Map of the Territory: Survey Data on the Size Scope and Direction of Landscape Architecture Practice
ASLA National Salary Survey of Landscape Architects (2008)
Mann. Time Management for Architects & Designers

Professional Ethics
Wasserman, Sullivan and Palermo. Ethics and the Practice of Architecture

Marketing, Proposals, Writing, Portfolios
Kliment. Writing for Design Professionals
Linton. Portfolio Design
Marjanovic. The Portfolio: An Architecture Student’s Handbook
Stasiowski. Architect’s Essentials of Winning Proposals

Business and Project Management
Burstein and Stasiowski. Project Management for Design Professionals
Janssens. Design-Build, Explained
Stasiowski. Staying Small Successfully
Wintner and Tardif. Financial Management for Design Professionals