



Florida Atlantic University  
Graduate Programs  
**COURSE CHANGE REQUEST**

GPC APPROVAL \_\_\_\_\_  
 SCNS SUBMITTAL \_\_\_\_\_  
 CONFIRMED \_\_\_\_\_  
 CATALOG POSTED \_\_\_\_\_  
 WEB POSTED \_\_\_\_\_  
 SIS POSTED \_\_\_\_\_

**CURRENT COURSE INFORMATION**

DEPARTMENT NAME: Architecture	COLLEGE OF: Design and Social Inquiry
COURSE PREFIX & NUMBER: ARC 5272	CURRENT COURSE TITLE: Professional Practice <b>B</b>

**CHANGE(S) REQUESTED**

<input type="checkbox"/> TERMINATE COURSE, EFFECTIVE: <input type="checkbox"/> CHANGE PREFIX FROM TO: <input type="checkbox"/> CHANGE COURSE NO. FROM TO: <input type="checkbox"/> CHANGE CREDITS FROM TO: <input type="checkbox"/> CHANGE PREREQUISITES TO:  <input type="checkbox"/> CHANGE COREQUISITES TO:  <input type="checkbox"/> CHANGE GRADING FROM TO:	<input checked="" type="checkbox"/> CHANGE TITLE TO: Professional Practice B <input checked="" type="checkbox"/> CHANGE DESCRIPTION TO: Introduction to cash flow and discounting techniques, project financial analysis, cost allocation, income tax considerations, project economic analysis, and life-cycle costing. Follows IDP and ARE guidelines.  <b>Attach syllabus that includes textbook information &amp; course objectives for ANY changes to current course information.</b>
Will the requested change(s) cause this course to overlap any other FAU course(s)? If yes, please list course(s). <input type="radio"/> YES <input checked="" type="radio"/> NO	Any other departments and/or colleges that might be affected by the change(s) must be consulted. List entities that have been consulted and attach written comments from each.

Deirdre Hardy, dhardy@fau.edu 954-762-5123  
 Faculty Contact, Email, Complete Phone Number

**SIGNATURES**

**SUPPORTING MATERIALS**

<b>Approved by:</b>  Department Chair: _____ College Curriculum Chair: _____ College Dean: _____ GPC Chair: _____ Research & Graduate Studies: _____	<b>Date:</b> _____ _____ _____ _____	<b>Syllabus</b> —must include course objectives.  <b>Written Comments</b> —required from all departments affected.
--	--	--

Email this form and syllabus to [crudolph@fau.edu](mailto:crudolph@fau.edu) one week *before* the Graduate Programs Committee meeting so that materials may be reviewed by committee members.

## **ARC 5272 Professional Practice B Syllabus 3 Credits**

**Prerequisites:** None

**Co-requisites:** None

**Instructor:** James H. Anstis, FAIA

Phone: 561-655-9327 Email: [anstis@bellsouth.net](mailto:anstis@bellsouth.net) or [janstis1@fau.edu](mailto:janstis1@fau.edu)

Available prior to class and after class as needed and/or requested

### **Course Description**

Introduction to cash flow and discounting techniques, project financial analysis, cost allocation, income tax considerations, project economic analysis, and life cycle costing. Follows IDP and ARE guidelines.

### **Course Goals & Objectives**

- Understanding of the implication of economic systems, finance and building costs within the framework of a design project along with understanding of the historical and current shifts occurring in the ecological factors shaping the practice of architecture.
- Understanding of architectural and current developments that shape the practice of architecture in the contexts of society, politics, technology, and economics.
- Understanding of strategies for contract negotiation, conflict management and mediation, office organization and project delivery methods, and other activities involved in the practice of architecture.
- Understanding of the various concepts and methods of construction cost control, cost estimating and evaluation.
- Understanding of the architect's role in preparing and evaluating a project budget in relationship with other aspects of the project.
- Understanding of the types of documentation required to render competent and responsible professional services.
- Understanding of relevant tax considerations in the formation of design firms and other legal entities.
- Awareness of the value and cost implications with respect to environmental and resource conservation.
- Awareness of the ethical issues involved in making judgments affecting design and practice.
- Understanding of the role of internship and the rights and responsibilities of interns and employees.

### **Student Performance Criteria Addressed**

A.4. Technical Documentation

B.7. Financial Considerations

C.4. Project Management

C.3. Client Role

C.5. Practice Management  
C.8. Ethics & Professional Judgment

### **Attendance**

- Students absent from more than three classes without serious and justifiable reasons (medical or otherwise) given in writing will drop ONE whole letter grade. Justification for medical absence shall be provided prior to the first class to which the student returns and in advance of the absence for all other reasons. Students absent for four to six classes without serious reasons (medical or otherwise) given in writing in advance of the class will drop TWO whole letter grades. Students absent from more than six classes without serious reasons (medical or otherwise) given in writing in advance of the class will receive a grade of F without exception.
- Students absent from a required presentation, assignment, or examination will receive, without exception, an F for that presentation, assignment, or examination.
- Students appearing late for any class, review or presentation will be considered absent from that class without exception. Students must be in class ready to proceed on time with all necessary materials in hand.

**Absence does not absolve the student from completion of all assignments, or other work due on the day of absence or for any work or assignments given during the absence and due the following class following the absence.**

### **Grading**

Grades will be based upon the following point scale:

15% - class participation – this means active participation not simply attending class

15% - based upon the demonstration of incremental progress over the duration of the term as shown through quizzes and progress shown through successful and onetime completion of assignments.

35% - mid-term exam

35% - final exam

**100 total points possible (If no extra credit points are earned)**

Upon completion of this course, a minimum passing grade of C or better is required.

**IF A STUDENT DOES NOT UNDERSTAND A TOPIC IT IS THEIR INDIVIDUAL RESPONSIBILITY TO SEEK CLARIFICATION, WHICH WILL BE FREELY PROVIDED.**

### **Letter grades are defined as follows**

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

A to A- : evidence exceptional work, above and beyond the requirements and exhibiting creative advancement in practice theory and/or application

B+ to B- : evidence good work, meeting all of the requirements and exhibiting clear understanding and application of principles presented

C+ to C- : evidence average work, meeting the minimum requirements and exhibiting a consistent effort course work, communicated clearly

C- to D- : evidence marginal work, meeting less than the minimum requirements while exhibiting inconsistency in understanding and process, but lacking in clarity

F : failing work, meeting less than the minimum requirements.

Note the above stated requirement that excessive absence will result in an F grade

### **Required Materials**

Each student must acquire their own copy of the required text and to obtain a hard copy of the following referenced materials. One **original** hard copy each of the AIA Document **B101-2007** ed., Standard Form of Agreement Between Owner and Architect, one original copy of AIA Document **A101-2007** and one original copy of AIA Document **A201-2007** ed., General Conditions of The Contract for Construction must be acquired. These documents can be obtained by contacting AIA Florida at 850-222-7590 or through the AIA Florida website – [www.aiafla.org](http://www.aiafla.org). Click on Store and go to Contract Documents. These documents are \$10.00 each plus postage from AIA Florida. Allow time for order fulfillment and mailing. The documents may also be obtained as a download from the American Institute of Architects. Go to [www.aia.org](http://www.aia.org) and click through Contract Documents, How to Purchase, AIA Contract Documents-on-Demand, Learn More then Purchase Now and select the three documents. They are \$19.95 each plus tax, downloaded from the AIA website. You will need to assign a project name for the downloaded documents in order to complete the process.

**Students must have with these documents during each class session wherein they are discussed beginning with week 4 along with their regular**

**means of taking notes. Each student shall retain notes in an orderly and sequential fashion. Recording devices will not be permitted except for documented disability needs. It is critically important to *pay attention* and *take detailed notes*. Notes will be for your use in studying for exams and your future reference.**

### **Textbooks/ Learning Resources**

Professional Practice 101, Andrew Pressman, FAIA, Second Edition, John Wiley & Sons, Inc.

AIA Handbook of professional Practice, Student Edition

The Architect's Guide to Small Firm Management, Rena M. Klein, FAIA

### **Participation**

Students are expected to bring all class notes, pertinent research notes, texts etc. to the class each day in preparation for that day's lecture and discussion. Students are responsible for assigned readings, completion of all assignments and are expected to participate in related discussions in class. **Participation is 15% of your grade.**

### **Submittal Format**

The format for the submission requirements for each assignment will be given at the time the assignment is given. All work must represent a well-developed set of presentation skills and must clearly evidence an understanding and concern by the student for concise communication of their response to the work of the assignment. Verbal clarity and graphically pleasing presentations indicating care and attention to detail are required in the presentation of all assignments. Students will be evaluated not only upon what is communicated but also on how it is communicated.

### **Professional and Ethical Conduct**

The College of Architecture, Urban and Public Affairs expects students to communicate their ideas effectively and professionally. This includes **legible text with proper spelling, punctuation, and grammar**, as well as reference citations that meet the standards of your discipline for research and scholarly writing. Once it is documented in writing or in drawing, an idea is the intellectual property of the author. When presenting anything that is not your own, you are legally and ethically bound to identify your source. To do otherwise is plagiarism, which constitutes cheating. Using the ideas, writings, or drawings of another and attempting to pass them off as yours is plagiarism. Examples of plagiarism include, (but are not limited to): lifting material verbatim (or with minimal changes) directly from someone else's work without citing the original author, as well as submitting work prepared by someone else as your own. Plagiarism is a very serious offense, as is submitting a product which was not originally prepared for this course, or one which is used to fulfill the requirements of more than one course. In any such case, the student will receive no credit for the work, and/or a failing grade for the course. Moreover, depending on the severity of the offense

and any previous violations, additional penalties may be assessed by the university, (which can include academic probation or expulsion from the university). A grade of “F” received for academic misconduct cannot be removed from your transcript through the university’s forgiveness policy. The university’s honor code *requires* that both faculty and students report plagiarism and other forms of cheating. A detailed description of the honor code is provided in the FAU catalog under *Academic Policies and Regulations* (Florida *Administrative Code*, section *6C5-4.001 Honor Code, Academic Irregularities, and Students’ Academic Grievances*). You can also find it on the FAU website at:

[http://wise.fau.edu/regulations/chapter4/4.001\\_Code\\_of\\_Academic\\_Integrity.pdf](http://wise.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf)

While the School of Architecture is sensitive to the financial and professional needs of our students, outside employment is not considered an extenuating circumstance in cases of poor performance, being late to class, excessive absences or failure to submit assigned work on schedule. **A key part of becoming a professional is punctuality and efficient time management.**

### **Student Work**

The School of Architecture reserves the right to retain any and all student work for the purpose of record, exhibition, and instruction. All students are encouraged to reproduce all work for their own records prior to submission of originals to the instructor. In the event of publication the author or the work will be recognized and receive full attribution.

### **General**

Information concerning academic regulations, student rights and responsibilities may be found in the current Florida Atlantic University Catalog and Student Handbook. Personal communication devices such as pagers, beepers, and cellular telephones are to be disabled in class sessions. If any of these devices are not disabled, interrupting the class session, the owner will be asked to leave the class for the remainder of the period and shall be marked as absent for that day.

### **Special Needs**

Students who require special accommodations due to a disability to properly execute coursework are encouraged to register with the Office for Students with Disabilities (OSD). More information, including office locations and contact information, is available at the OSD website: <http://www.osd.fau.edu/>

### **Course Schedule**

Week 1 Introduction, review of syllabus, presentation of expectations of students participating in the course Practice as the Setting for delivery of architecture and ethics in the Professional Practice

Week 2 Legal Framework for Practice Career Planning as it Relates to Professional Practice

Week 3 Career Planning as it Relates to Professional Practice An Architecture for Decency

Week 4 The Basics of Contracts, Contract Law and Case Law Roles of the Parties and Management of those Roles in an Architectural Project

Week 5 The General Conditions of the Contract for Construction AIA A201-2007  
The General Conditions of the Contract for Construction AIA A201-2007

Week 6 AIA Owner Architect Agreements AIA Owner Architect Agreements and Scope of Services

Week 7 Organization and Management of Project Design Team in the context of the AIA Owner Architect Agreements Organization and Management of Project Design Team in the context of the AIA Owner Architect Agreements

Week 8 Project Cost Control, Records and Documentation with AIA Owner Contractor Agreements Project Cost Control, Records and Documentation with AIA Owner Contractor Agreements

Week 9 Administration of the Contract for Construction Administration of the Contract for Construction Administration of the Contract for Construction

### **Mid-Term Examination**

Week 10 Administration of the Contract for Construction Administration of the Contract for Construction Administration of the Contract for Construction Administration of the Contract for Construction Administration of the Contract for Construction Administration of the Contract for Construction

Week 11 Marketing to Achieve Career Objectives Negotiation of Agreements

Week 12 Basics of Financial Planning and Management Financial Controls, Management and Records

Week 13 Financial Controls, Management and Records Achieving Financial Objectives

Week 14 Achieving Financial Objectives The Role of Leadership in Achieving Success in Your Career

Week 15 The Role of Public Advocacy and Activism in Your Career

### **Final Examination Review**

Week 16 **Final Examination**

Final class meeting, Exit Interviews, Fundamentals of Shelter Lecture