

# FLORIDA ATLANTIC UNIVERSITY™

## Graduate Programs—COURSE CHANGE REQUEST<sup>1</sup>

UGPC APPROVAL \_\_\_\_\_  
 UFS APPROVAL \_\_\_\_\_  
 SCNS SUBMITTAL \_\_\_\_\_  
 CONFIRMED \_\_\_\_\_  
 BANNER POSTED \_\_\_\_\_  
 CATALOG \_\_\_\_\_

DEPARTMENT: ARCHITECTURE	COLLEGE: DESIGN AND SOCIAL INQUIRY
COURSE PREFIX AND NUMBER: ARC 5271	CURRENT COURSE TITLE: PROFESSIONAL PRACTICE I
CHANGE(S) ARE TO BE EFFECTIVE (LIST TERM): AUGUST 8, 2013	TERMINATE COURSE (LIST FINAL ACTIVE TERM):
CHANGE TITLE TO: <b>PROFESSIONAL PRACTICE A</b>  CHANGE PREFIX FROM:        TO:  CHANGE COURSE NO. FROM:    TO:  CHANGE CREDITS <sup>2</sup> FROM:        TO:  CHANGE GRADING FROM:       TO:  CHANGE DESCRIPTION TO:	CHANGE PREREQUISITES/MINIMUM GRADES TO*:   CHANGE COREQUISITES TO*:   CHANGE REGISTRATION CONTROLS TO:   *Please list both existing and new pre/corequisites, specify AND or OR, and include minimum passing grade.
Attach syllabus for ANY changes to current course information.	
Should the requested change(s) cause this course to overlap any other FAU courses, please list them here.	Please consult and list departments that might be affected by the change(s) and attach comments. <sup>3</sup>

Faculty contact, email and complete phone number:  
 John Sandell, [jsandell@fau.edu](mailto:jsandell@fau.edu), 954-762-5066

<b>Approved by:</b> Department Chair: <u><i>David Hardy</i></u> College Curriculum Chair: <u><i>Z. House</i></u> College Dean: <u><i>D. Cummings</i></u> UGPC Chair: <u><i>Nancy K. P. ...</i></u> Graduate College Dean: _____ UFS President: _____ Provost: _____	<b>Date:</b> <u>10/2/12</u> <u>10/4/12</u> <u>10/4/12</u> <u>10/10/12</u> _____ _____	<ol style="list-style-type: none"> <li>1. Syllabus must be attached; see guidelines for requirements: <a href="http://www.fau.edu/provost/files/course_syllabus.2011.pdf">www.fau.edu/provost/files/course_syllabus.2011.pdf</a></li> <li>2. Review Provost Memorandum: <b>Definition of a Credit Hour</b> <a href="http://www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf">www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf</a></li> <li>3. Consent from affected departments (attach if necessary)</li> </ol>
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Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) **one week before** the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website prior to the meeting.

## **ARC 5271 Professional Practice A Syllabus 3 Credits**

**Prerequisites:** None

**Co-requisites:** None

**Instructor:** Professor Deirdre Hardy

Email: dhardy@fau.edu

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

### **Course Description:**

This course is the first in the two-course sequence focusing on professional practice. The course introduces principles of professional office practice, its economic and business aspects, and considers the historical, ethical, and legal framework of the practice of architecture.

### **Course Goals & Objectives:**

- This course is intended to provide an introduction to issues of professional practice.
- We examine issues of professional communication
- We discuss the transition between school, internship, and licensure
- We discuss ethics and professional judgment, and the legal context of architectural practice so that the students possess an awareness of the ethical issues involved in forming professional judgments in architectural practice, as well as the laws pertaining to professional registration, basic contract law, professional service contracts, and the formation of design firms and related legal entities.
- We will cover the basics of contract law and the AIA industry standard Contracts as a basis for both project management and practice management.
- At the conclusion of this course students should understand the architect's legal responsibilities as a registered professional including various office structures, contracts forms, and the importance of precise documents in effective practice and the mitigation of liability.
- Course material considers the architect's various role in serving the client, the end user and, in a public context, as advocate for a better built environment. Students will possess an awareness of the diversity of client and public needs, values and social patterns that characterize different cultures, and the implications for the responsibilities of architects.

### **Student Performance Criterion/a addressed:**

- B.1. Pre- Design
- C.2. Human Behavior
- C.3 Client Role in Architecture
- C.4 Project Management
- C.5 Practice Management
- C.6 Leadership

## C.7. Legal Responsibilities

## C.8 Ethics and 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:

Ethics and Judgment (20%)  
Firms Legal Structure (10%)  
State Licensing Law (10%)  
Intern Development Program(5%)  
Project Delivery Methods, Project Management and Contracts (35%)  
Leadership and Volunteer Opportunities (10%)  
Zoning and Building Codes (10%)

**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

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

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### **Outside Employment**

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**

Class No.:	Class Topic:
Class 1	Ethics and Professional Judgment, Part A
Class 2	Ethics and Professional Judgment, Part B
Class 3	Ethics and Professional Judgment, Part C
Class 4	Ethics and Professional Judgment, Part D
Class 5	The Legal Context of Architectural Practices, Part A
Class 6	The Legal Context of Architectural Practices, Part B
Class 7	Legal Responsibilities of Architectural Practice, Part A

Class No.:	Class Topic:
Class 8	Legal Responsibilities of Architectural Practice, Part B
Class 9	Legal Responsibilities of Architectural Practice, Part C
Class 10	Contracts and Documentation, Part A
Class 11	Contracts and Documentation, Part B
Class 12	Contracts and Documentation, Part C
Class 13	Professional Internship
Class 14	Professional Practice – Summing It All Up
Class 15	Final Exam

### **Reference Materials**

1. BARRY WASSERMAN, ET. AL., ETHICS AND THE PRACTICE OF ARCHITECTURE, (2000), John Wiley & Sons, Inc., ISBN 0-471-29822-0
2. AMERICAN INSTITUTE OF ARCHITECTS, THE ARCHITECT'S HANDBOOK OF PROFESSIONAL PRACTICE (2001; update 2004) published by John Wiley & Sons, Inc.
3. AMERICAN INSTITUTE OF ARCHITECTS, IDP GUIDELINES: INTERN DEVELOPMENT PROGRAM 1993 (1993), published by the American Institute of Architects and the National Counsel of Architectural Registration Boards.
4. JUSTIN SWEET, LEGAL ASPECTS OF ARCHITECTURE AND THE CONSTRUCTION PROCESS (5<sup>th</sup> Edition, 1994) West Publishing Company.
5. KARSTEN HARRIES, THE ETHICAL FUNCTION OF ARCHITECTURE (1997) Massachusetts Institute of Technology ISBN 0-262-08252-7.
6. JAMES ACRET, ESQ., ARCHITECTS AND ENGINEERS (3<sup>rd</sup> Edition, 1993; 2004 Cumulative Supplement), West Publishing Company, ISBN 0-07-172438-9.
7. ANDY PRESSMAN, AIA, PROFESSIONAL PRACTICE 101: A COMPENDIUM OF BUSINESS AND MANAGEMENT STRATEGIES IN ARCHITECTURE (1997), John Wiley & Sons, Inc., ISBN 0-471-13015-X.

8. TOM RATH, STRENGTHSFINDER 2.0 (2007), Gallup Press, ISBN 978-1-59562-016-6.
9. PAUL SEGAL, FAIA, PROFESSIONAL PRACTICE: A GUIDE TO TURNING DESIGNS INTO BUILDINGS (2006), ISBN 978-0-39373-180-4.
10. The Architect's Guide to Small Firm Management, Rena M. Klein, FAIA.