

## **ARCH 5336 Pro Practice II: Programming and Site Planning, Fall 2018 Course Syllabus**

**Instructor:** Edward Nelson, AIA

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**Faculty Profile:** <https://www.uta.edu/profiles/edward-nelson>

**Office Hours:** Before or after scheduled class meetings.

**Section Information:** ARCH 5336–001 - Professional Practice: Programming and Technical Site Planning

**Time and Place of Class Meetings:** Monday & Wednesday  
7:30PM - 8:50PM, Room 401

**Description of Course Content:** (3-0) Course covers the programming phase of a project, discussing how to document a client's needs and interpret those needs into a code complying, tangible building. The course closes with an overview of the technical aspects of site planning, including grading, utilities, zoning and accessibility requirements.

**Student Learning Outcomes:** Develop an understanding of how to listen to your client and assimilate their needs into a programming document. Develop personal work habits that focus on client needs, by seeing project from client's perspective. Develop an understanding of project costs, how building projects are financed and the impacts these factors have on design. Develop a skill level to accurately understand the physical impact of existing site conditions and develop the ability to design a site in an efficient, environmentally sensitive and technically competent manner.

**Required Textbooks and Other Course Materials:** Reading materials will be provided by instructor or available to student online or in UTA Library.

**Descriptions of major assignments and examinations with due dates:** Refer to attached course outline.

**Grading Policy:** Individual grades for 3 assignments will be equally averaged for final grade. Projects turned in late shall have 10 points automatically deducted from assignment grade. Attendance and in-class participation and attitude toward class subject and material are also used to modify final grade at instructor's discretion.

**Expectations for Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials and completing assignments.

**Make-up Exams:** To be able to take a missed exam a letter from the doctor or county coroner is required. A missed exam grade is 0. Please note the make-up exam is not the same exam as that issued on the scheduled exam date.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog.

**Attendance Policy:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section I will require regular attendance. For each 3 absences deduct one letter grade from final grade to be recorded for the course. A laptop is required for use in each class meeting, not having a laptop in class will count as an absence.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication Policy:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the north end of the architecture building, (exit stair). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

## ARCH 5336 Programming and Site Planning, Fall 2018

### WEEK 1      Monday August 22

- Review syllabus and course schedule.
- Attendance.
- Lap tops everyday
- Start at 7:00 PM to 8:15PM
- Introduction to course and review of learning objectives
- Pre-Design: Programming, AIA contract allocates about 10% of fee to this phase, basically “Teeing” up project. Get all questions out on table, research and design as much as needed to answer all the fundamental questions. Ones that effect Owner’s, wants, needs, delivery date and budget.
- Reading assignment: *Texas Accessibility Standards Sections 604, 605, 606 & 609.*
- Obtain copies of TAS and IBC 2015

### WEEK 2      Wednesday August 27

- Discuss TAS & ADAAG
- Reading assignment: International Building Code: *Chapter 3 Use and Occupancy Classification*

### WEEK 3      Monday September 3

- **Labor Day** - No Class Scheduled

### Wednesday September 5

- Introduce 1st Project Assignment:
- Reference Materials:
  1. Building Code Analysis, The Code Corner Website
  2. AIA Code Analysis Commentary, American Institute of Architects.
- Download CAD files into 1 folder on hard drive.
- Review Project deliverables;
  - Diagrammatic Spatial Relationships Diagram
  - Conceptual floor plan
  - Precedent Studies
  - Tabulation of spatial requirements Excel spread sheet
  - Building Code analysis
    - Building codes
    - Accessibility Requirements
- Discuss Owner’s requirements and needs.
- Discuss code analysis process.
- Begin spatial tabulation in Excel

**WEEK 4      Monday September 10**

- Continue spatial tabulation in Excel.
  - Review Building Code Requirements
  - Review Accessibility Requirements
    1. Public Restrooms
    2. Entry
    3. Clearances at doors
    4. Accessible route to public sidewalk
    5. Accessible parking.

**Wednesday September 12**

- Programming Project:
  - Present diagrammatic space plans
  - Develop diagrammatic studies into floor plan over boundary survey & topo.
  - Considerations for preliminary site design;
    - Public access to site
    - Fire Department access to site.
    - Parking, vehicular circulation.
    - Accessibility; route to public sidewalk and accessible parking.
    - Accessible entry and parking
    - Dumpster and accessible access to dumpster.
    - Site utilities
    - HVAC systems for building with roof design and storm water removal from roof.

**WEEK 5      Monday September 17**

- Programming Project:
  - Work session in class

**Wednesday September 19**

- Programming Project:
  - Work session in class

**WEEK 6      Monday September 24**

- Present Programming Project in class. Turn in 1 sets of prints.

**Wednesday September 26**

- Assign Project 2: Technical Site Planning:
  - Review ADA-TAS site requirements.
  - Review surveyor's topo
  - Review impact of ADA-TAS requirements in relation to existing conditions.
  - Work session in class

**WEEK 7      Monday October 1**

- Project 2: Technical Site Planning:
  - Work session in class.

**Wednesday October 3**

- Project 2: Technical Site Planning:
  - Work session in class.

**WEEK 8      Monday October 8**

- Project 2: Technical Site Planning:
  - Work session in class.

**Wednesday October 10**

- Project 2: Technical Site Planning
  - Work session in class

**WEEK 9      Monday October 15**

- Project 2: Technical Site Planning
  - Work session in class

**Wednesday October 17**

- Project 2: Technical Site Planning
  - Work session in class.

**WEEK 10    Monday October 22**

- Project 2: Technical Site Planning
  - Work session in class

**Wednesday October 24**

- Project 2: Technical Site Planning
  - Work session in class.

**WEEK 11    Monday October 29**

- Project 2: Technical Site Planning
  - Work session in class

**Wednesday October 31**

- Project 3: Cost Estimating, turn in 1 copy of assignment

**WEEK 12    Monday November 5**

- Introduce 3rd Project Assignment: Cost Estimating
- Project cost estimating techniques.
  - Area take-offs
  - CSI divisions



- Material take-offs
- Project financing
- Project hard costs and soft costs

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**Wednesday November 7**

- Project 3: Cost Estimating
  - Work session in Class

**WEEK 13 Monday November 12**

- Project 3: Cost Estimating
  - Work session in Class

**Wednesday November 14**

- Project 3: Cost Estimating
  - Work session in Class

**WEEK 14 Monday November 19**

- Project 3: Cost Estimating
  - Work session in Class

**Wednesday November 21**

- Project 3: Cost Estimating
  - Work session in Class

**WEEK 15 Monday November 26**

- Project 3: Cost Estimating
  - Work session in Class

**Wednesday November 28**

- Project 3: Cost Estimating
  - Work session in Class

**WEEK 16 Monday December 3**

- Project 3: Cost Estimating Assignment, turn in 1 copy