

## **SYLLABUS**

### **ARCH 5331 Professional Practice**

Fall Semester, 2014

Section 001 – Room 201, Architecture Building – Monday & Wednesday, 9:00-10:20 am

#### **INSTRUCTOR: David Messersmith, FAIA**

Office - Arch Bldg, Rm 420

Phone: 817-272-2801

E-mail - [messer@uta.edu](mailto:messer@uta.edu)

Office hours - By appointment

**FACULTY PROFILE:** Provided separately. See Instructor's professional resume, attached.

**FORMAT:** Interactive Lecture – 3 Hours per week

**PREREQUISITES:** Graduate standing, last or penultimate semester

**DESCRIPTION OF COURSE CONTENT:** This course, for graduate students who will soon be entering the profession, is an introduction to the tenets and standards of architectural practice. The course surveys the administrative functions, ethical and legal responsibilities of the individual architect and architectural firms. The course presents an overview of the architect's professional relationships and leadership positions with other business entities within and related to the profession of architecture.

The course materials are presented in an interactive fashion with emphasis on increasing the students' exposure to, and skills with, oral and written communication. Students are asked to complete writing and speaking exercises in class.

**MAJOR ASSIGNMENTS:** There are 4 assignments outside of class:

Assignment 1 – Prepare a Professional Resume with Cover Letter

Assignment 2 – Attend an AIA Event and Prepare a Written and Oral Report

Assignment 3 – Marketing / Proposal Preparation

Assignment 4 – Final Project (self-selected Research Report with instructor approval)

**EXPECTATIONS FOR OUT-OF-CLASS STUDY:** Approximately 6-9 hours per week

**OTHER CLASS ACTIVITIES:** During certain class periods, students meet with and receive presentations from practicing professionals. Also, the instructor leads one or more tours of professional offices in the Dallas / Fort Worth area. Tours take place outside normal class hours and are optional for students enrolled in the course

**STUDENT LEARNING OBJECTIVES:** Students explore a variety of topics with the goal of achieving ability in, and an understanding of, various aspects of professional practice:

#### **Ability in:**

Speaking skills

Writing skills

Critical thinking skills

#### **Understanding of:**

Architectural Practice

Architect's administrative roles  
Client role in architecture  
Ethics and Professional Judgment  
Professional Development  
All Leadership roles of architects  
Legal Responsibilities  
Contractual relationships  
Risk and liability  
Research skills  
Collaborative skills  
Human behavior  
Construction cost control  
Technical documentation

#### REQUIRED AND OPTIONAL TEXTS:

**Required Text:**        *The Architecture Student's Handbook of Professional Practice*, The American Institute of Architects, Fourteenth Edition, John Wiley & Sons, Inc., New York, 2009.

*Available online*

**Optional Reading:**    *Ethics and the Practice of Architecture*, Barry Wasserman, Patrick Sullivan, & Gregory Palermo, John Wiley & Sons, Inc., New York, 2000.

*Architecture: The Story of Practice*, Dana Cuff, The MIT Press, Cambridge, Mass., 1991

*Writing for Design Professionals* by Stephen A. Kliment, FAIA

*The New Elevator Pitch*, Chris Westfall

*How To Market Professional Design Services, 2<sup>nd</sup> Ed.*, Gerre Jones

*The Trusted Advisor*, David H. Maister, Charles H. Green & Robert M. Galford

*The Executive Architect – Transforming Designers Into Leaders*, John E. Harrigan, PhD & Paul R. Neel, FAIA

*The Architect's Guide to Financial Management*, Lowell V. Getz, The American Institute of Architects Press, Washington, D.C., 1991.

*Architect's Essentials of Negotiation – second edition*, Ava J. Abramowitz, John Wiley & Sons, Inc., Hoboken, New Jersey, 2009.

*A Theory for Practice: Architecture in Three Discourses*, Bill Hubbard, Jr., The MIT Press, Cambridge, Mass., 1996.

*Professional Practice 101: Business Strategies and Case Studies in Architecture*, Andy Pressman, AIA, John Wiley & Sons, Inc., 2006.

*The Executive Architect: Transforming Designers into Leaders*, John E. Harrigan, Ph.D. & Paul R. Neel, FAIA, John Wiley & Sons, 1996.

**GRADING AND EVALUATION PROCESS:** Final grades will be determined at the end of the semester. Determination of the student's final grade in the course will be based on the average of the major assignment grades, adjusted (up or down) at the discretion of the instructor, by the student's initiative, attitude, improvement, and potential.

Grade A - (4 +/- points)

Exceptional performance, accuracy and completeness; outstanding initiative and effort; superior attitude; and expressed commitment to increasing improvement.

Grade B - (3 +/- points)

Above average performance, accuracy and completeness; good initiative and effort; good attitude; and evidence of efforts toward improvement.

Grade C - (2 +/- points)

Adequate performance, accuracy and completeness; average initiative; acceptable attitude; and some positive improvement.

Grade D - (1 +/- points)

Inadequate or below average performance, accuracy and completeness; no evidence of initiative; indifferent attitude; little or no improvement.

Grade F - (0 +/- points)

Unacceptable performance or non-performance; non-completion of assignment(s); absence of initiative; negative attitude; no effort at improvement.

**ATTENDANCE:** 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.

This class will be conducted, insofar as possible, in an atmosphere similar to an operational architectural office. Just as an employee would be expected to attend all required office meetings, students are expected to attend all class sessions. Just as an employee should not be absent from an office meeting without giving the firm advance notice, students should not be absent from a class session without giving the Instructor advance notice. Advance notice is understood to mean notification by email or telephone before the beginning of a class session.

More than 2 absences without advance notice may be cause for lowering the course grade, at the Instructor's discretion. Students are expected to be on time. Cell phones are not permitted to be used during the class period. Assignments are due on the date specified.

**COURSE SCHEDULE:** Provided separately. See Course Schedule, attached. The instructor reserves the right to adjust the schedule in any way that serves the educational needs of the students in this course.

**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/>).

**AMERICANS WITH DISABILITIES ACT:** The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. 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) or by calling the Office for Students with Disabilities at (817) 272-3364.

**TITLE IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**ACADEMIC INTEGRITY:** Students enrolled in this course 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 as they see fit in their courses, including (but not limited to) 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.

**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).

**WRITING CENTER:** The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit <https://uta.mywconline.com/> to register and make appointments. For

hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at [www.uta.edu/owl/](http://www.uta.edu/owl/).

**ELECTRONIC COMMUNICATION:** 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>.

**STUDENT FEEDBACK SURVEY:** At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online 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. 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.

**EMERGENCY PHONE NUMBERS:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.