

Faculty of Environmental Design – University of Calgary
Professional Practice and Project Management for Landscape Architecture
EVDL 643 H(3-0)

Tuesday & Thursday: 9:00 - 10:50 (Room: PF 2110)

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Introduction

This course is an introduction to professional practice in landscape architecture. The course teaches students about the day-to-day operations of running and working in a professional office. It covers the career path of a landscape architect from student to practitioner. Students will learn about how the profession of landscape architecture is regulated, ethical expectations of the profession, and what skills and traits are most desirable to become a successful professional. The course teaches about the operation of a practice including how firms are organized, about marketing, financial and legal issues, insurance requirements, and how fees are established.

The course will teach that the basis of professional practice is about projects. The course will teach the various phases of a project from project definition through to project hand over. It will teach the basics of project management, the role of a project manager, and how projects are managed. Students will learn in-depth about proposal writing and construction contract administration.

Objectives

The objectives are for students to develop skills and knowledge regarding the following:

- Describe the characteristics of a profession
- Discuss ethics and professional conduct
- Describe how landscape architecture is regulated
- Describe a typical career path of a landscape architect
- Discuss the basic issues involved in developing and running an architectural practice
- Describe how a landscape architecture firm is organized
- List key aspects of what is required for legal and insurance requirements of a firm
- Describe how typical firms are structured
- Define what a project is
- List and discuss the attributes of a project
- Explain what is meant by project objective
- Define what is meant by project deliverable
- Provide examples of projects
- Discuss project constraints
- Describe the phases of the project life cycle
- Prepare construction contract administration documents

- Define and apply project management
- Discuss the steps of the planning process
- Identify the three elements of the executing process
- Discuss stakeholder engagement
- List benefits of project management techniques
- Prepare a project proposal

Teaching Approach

The course will consist of a series of inter-related lectures, reading assignments, site visits, and assignments. Students will participate in class discussions and research, as well as problem solving assignments. Some in class work under the supervision of guest lecturers and the instructors will give the students hands on experience with project management, construction contract administration, and proposal writing.

Guest lecturers will present information on a number of specialized topics. Students will participate in at least one site visit but if possible additional site visits will be scheduled.

Content: Topic Areas

Part 1 – Introduction to Professional Practice (September 12 – 19)

Approximately 3 classes will be spent introducing the students to professional practice. This will include a panel discussion with emerging professionals if landscape architecture.

Part 2 – Project Management and Construction Contract Administration (September 21 – October 24)

Approximately 9 classes will be spent learning about what is a project, project delivery, phases of project and general project management. The course will get into a lot of detail as to what is the role of a landscape architect in construction contract management and what are the methods and process of contract administration. The students will visit a construction site at least once during this part of the course.

Part 3 – Professional Practice (October 26 – November 16)

Approximately 7 classes will be spent learning about the practice of landscape architecture. Students will learn about starting and organizing a practice, marketing, and the day to day operations of a practice. Panel discussions with owners, clients, legal experts, and insurance experts will be held during this time.

Part 4 – Project Management Essentials (November 21 – December 7)

Approximately 6 classes will be spent learning about the essentials of project management. Who is part of the project team, concepts of PM, identifying and selecting projects, preparing project proposals, defining scope, quality, responsibility and activity sequence of a project will be examined. A significant amount of time will be spent learning how to prepare a proposal.

Means of Evaluation

Evaluation will be based on class participation, preparation of a photo journal and the assignments, completed during the term. Class participation will include class discussions on specified topics and in class research and reporting. There will be no final examination. Assessment will be done based on the quality of work submitted.

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|---------------------------------------------------------|-----|
| 1. Class participation | 10% |
| 2. Assignment #1 - Career Path Outline | 10% |
| 3. Assignment #2 - Construction Contract Administration | 20% |
| 1. Meeting Minutes | |
| 2. Administration documents | |
| 3. Spreadsheets | |
| 4. Assignment #3 - Proposal Writing (Part A) | 30% |
| 1. Cover Page | |
| 2. Understanding and Approach | |
| 3. Qualifications & Experience of Proponent | |
| 4. Qualifications & Experience of Proposed Resources | |
| 4. Assignment #4 - Proposal Writing (Part B) | 30% |
| 1. Letter of Introduction | |
| 2. Table of Contents | |
| 3. Executive Summary | |
| 4. Price | |
| 5. Project Schedule | |

Total 100%

Grading Scale

Final grades will be reported as letter grades, with the final grade calculated according to the 4-point range. All assignments will be evaluated by percentage grades, with their letter grade equivalents as shown below.

Grade	Grade Point Value	4-Point Range	Percent	Description
A+	4.00	4.00	95-100	Outstanding - evaluated by instructor
A	4.00	3.85-4.00	90-94.99	Excellent - superior performance showing comprehensive understanding of the subject matter
A-	3.70	3.50-3.84	85-89.99	Very good performance
B+	3.30	3.15-3.49	80-84.99	Good performance
B	3.00	2.85-3.14	75-79.99	Satisfactory performance
B-	2.70	2.50-2.84	70-74.99	Minimum pass for students in the Faculty of Graduate Studies
C+	2.30	2.15-2.49	65-69.99	All final grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty

				of Graduate Studies course requirements.
C	2.00	1.85-2.14	60-64.99	
C-	1.70	1.50-1.84	55-59.99	
D+	1.30	1.15-1.49	50-54.99	
D	1.00	0.50-1.14	45-49.99	
F	0.00	0-0.49	0-44.99	

Notes:

- A student who receives a "C+" or lower in any one course will be required to withdraw regardless of their grade point average (GPA) unless the program recommends otherwise. If the program permits the student to retake a failed course, the second grade will replace the initial grade in the calculation of the GPA, and both grades will appear on the transcript.

Readings

The following references will be used extensively in this course.

The Architecture Student's Handbook of Professional Practice, 15th Edition. John Wiley & Sons P&T, 2016. [Bookshelf Online].

The CSI Construction Contract Administration Practice Guide. John Wiley & Sons P&T, 2011-01-24. [Bookshelf Online].

Successful Project Management, 6th Edition. Cengage Learning, 2015. [Bookshelf Online].

Course Materials (equipment)

This course requires visiting a construction site. Students must have personal protection equipment (PPE) for this activity. Work boots with green tags are required. If students do not have these please let the instructor know and they will assist with finding some. Other PPE equipment will be provided such as hard hats and vests.

Notes:

1. Written work, term assignments and other course related work may only be submitted by e-mail if prior permission to do so has been obtained from the course instructor. Submissions must come from an official University of Calgary (ucalgary) email account.
2. Academic Accommodations. Students who require an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to their Instructor or the designated contact person in EVDS, Jennifer Taillefer (jtaillef@ucalgary.ca). Students who require an accommodation unrelated to their coursework or the requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Vice-Provost (Student Experience). For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/
3. Plagiarism - Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:(a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),(b) parts of the work are taken from another source without reference to the original author,(c) the whole work (e.g., an essay) is copied from another source, and/or,(d) a student submits or presents work in one course which has also been submitted in another course(although it may be completely original with that student)

without the knowledge of or prior agreement of the instructor involved. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence. It is recognized that clause (d) does not prevent a graduate student incorporating work previously done by him or her in a thesis. Any suspicion of plagiarism will be reported to the Dean, and dealt with as per the regulations in the University of Calgary Graduate Calendar.

4. Information regarding the Freedom of Information and Protection of Privacy Act (<http://www.ucalgary.ca/secretariat/privacy>) and how this impacts the receipt and delivery of course material
5. Emergency Evacuation/Assembly Points (<http://www.ucalgary.ca/emergencyplan/assemblypoints>)
6. Safewalk information (<http://www.ucalgary.ca/security/safewalk>)
7. Contact Info for: Student Union (<https://www.su.ucalgary.ca/contact/>); Graduate Student representative(<http://www.ucalgary.ca/gsa/>) and Student Ombudsman's Office (<http://www.ucalgary.ca/ombuds/>).