Architectural Professional Practice ARCH 618 H(3-0)   **Winter 2023**

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Class Dates and Times:
Mandatory Classes: Tuesday - Saturday, January 3 – 7, 9am – 5pm

Email Policy:
Please note that all course communications must occur through your @ucalgary email, and the instructors will respond to emails sent via student's @ucalgary emails within 48 hours.

Course Information and Description

This course discusses the nature of professional practice for architects. It examines the roles of participants in the delivery of architectural projects, their responsibilities and the dynamic relationship among stakeholders. The course will examine the theoretical framework of the architect's role in society and how this is realized in the practical world of managing a practice and delivering architectural projects. Topics will include the structure of the profession, regulation and self-governance, ethics, project management, office administration, industry trends, liability exposure, project control cost analysis, cost control during design and construction, and modes of project delivery. As well, the course will examine the process towards licensure and the stage and role of internship in the architectural profession.

The nature of architectural practice is changing and evolving. And yet in this context of change, the architect remains the key overseer of the design, communication, documentation, and the delivery of architectural projects. To facilitate success in the conception of architecture and design excellence, the architect needs to possess key tools and methodologies in order to engage with and successfully advocate for a broad spectrum of stakeholders including Owners, User Groups, and Authorities-Having-Jurisdiction. This course is structured to provide students exposure to these key tools and methodologies.

Technology Requirements:
In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:
•   A computer with a supported operating system, and the latest security, and malware updates;
•   A current and updated web browser;
•   Webcam (built-in or external)
•   Microphone and speaker (built-in or external), or headset with microphone;
•   Current antivirus and/or firewall software enabled;
•   Broadband internet connection

Course Learning Outcomes

To understand the various tools and methodologies used during design, approval, documentation and construction phases of a project.

To understand the legal and legislative underpinnings of the profession.

To understand and appreciate the ethical, legal and technical standards of practice.

To understand the principles and procedures for the management of projects and the ability to apply cost control techniques.

To develop an awareness of the issues and challenges facing contemporary professional practice.

To explore the meaning and application of ethical conduct in professional and business affairs and its relationship to personal integrity and reputation.

To develop an awareness of the many roles and contexts in which architects operate.

To develop an appreciation for the key role of collaborative thinking and teamwork in the profession.

To develop an awareness of the process to licensure including the process of professional internship.

Canadian Architectural Certification Board (CACB) Student Performance Criteria (SPC): The following CACB Student Performance Criteria will be covered in this course at a primary level:

Professional Practice:

E1. The Architectural Profession. The student must have an understanding of the organization of the profession, the Architects Act(s) and its regulations, the role of regulatory bodies, the paths to licensure including internship, and the reciprocal rights and responsibilities of interns and employers.

E2. Ethical and Legal Responsibilities. The student must have an understanding of the ethical issues involved in the formation of professional judgment; the architect's legal responsibility under the laws, codes, regulations, and contracts common to the practice of architecture; intellectual property rights; and the role of advocacy in relation to environmental, social, and cultural issues.

E3. Modes of Practice. The student must have an understanding of the basic principles and types of practice organization, including financial management, business planning, entrepreneurship, marketing, negotiation, project management, and risk mitigation, as well as an understanding of trends that affect the practice.

E4. Professional Contracts. The student must have an understanding of the various contracts common to the practice of architecture.

E5. Project Management The student must have an understanding of the relationships among key stakeholders in the design process; the methods for selecting consultants and assembling teams; building economics and cost control strategies; the development of work plans and project schedules; and project delivery methods.

Learning Resources: Course Reference Reading
Canadian Handbook of Practice for Architects, Royal Architectural Institute of Canada, 2nd Edition, Ottawa 2009
Suggested Additional Reference Readings
Lowell V. Getz, An Architect's Guide to Financial Management, The American Institute of Architects Press, Washington, D.C., 1997.
Lewis, R. Architects? A Candid Guide to the Profession. The MIT Press, Cambridge, Mass.
Andy Pressman AIA, Professional Practice 101 A Compendium of Business and Management Strategies in Architecture, John Wiley and Sons Inc.
Fisk, E., Construction Project Administration. Prentice-Hall Canada Inc.
RS Means Building Construction Data, RS Means Company Inc. Kingston, MA
The Architects' Handbook of Professional Practice, American Institute of Architects, Washington DC
American Institute of Architects, Handbook on Project Delivery, Washington DC
Darryl Douglas The Architect's Act, Regulations, & Bylaws, The Alberta Association of Architects, Edmonton 2003 Ralph L. Klein, The Secret of Successful Project Management, Wiley & Sons, Inc.

Assessment Components
The course evaluation will be based on the assignments completed during the course, which includes written assignments, presentation of work and facilitating discussions. There will be no final examination.
Assignment 1   25%
Assignment 2   25%
Assignment 3   25%
Presentation   15%
Student Participation in Presentations and Class Discussions 10%
Total 100%

Teaching Approach, Schedule, and Assignments
The course will be structured around the introduction of topics and relevant issues through the students' engagement with practitioners in architecture, the allied professions of engineering, clients, contractors, insurance providers, lawyers versed in the legal context for design practices, and authorities-having-jurisdiction. The engagement will be structured through on-line discussions and the presentation of several case studies. After each morning presentation and discussion, students will complete related assignments demonstrating their understanding of the topics and issues raised that day.

The assignments will be founded on the Comprehensive Design Project completed in the M1 year, and students will work in pairs to complete the assignments. In other words, the assignments below leverage the existing designed project from Comprehensive Studio as the point of departure to ask: What type of firm does the team want to be?, how does it design its legibility within the broader ecology of architectural firms providing consulting services?, how does this legibility become instrumentalized through a specific set of processes, methodologies, systems and tools?, what are the types of contracts necessary to secure the work?, what are the necessary roles and responsibilities that the work and the firm type point to in order to deliver the work?, what are the inherent risks involved in the work and its delivery and what mitigation strategies can be considered?

January 3   Forum 1: **Modes of Practice**
Assignment 1: *Develop an Architectural Firm Model and its Key Characteristics*. Based on
the presentations, and reflecting on the firm descriptions in the supplementary material of
the two proposals, design your firm and define how it operates within the broader ecology
of the architectural profession: what are its key strengths?, characteristics?, focus and
emphasis?, and legibility, why would clients want to hire you, and how do you stand out
from the rest of the architectural consulting world?

January 4   Forum 2a: **Architectural Project Management**
Forum 2b: **Cost Management for Architectural Firms**
Assignment 2: *Develop a Proposal for Professional Services for your Comprehensive
Studio Project*. Reflecting on the presentations today as well as the supplementary
material of the two proposals, how do you propose to position your firm so that it is
competitive in its quest to obtain the commission of the Comprehensive Studio Project?
What are the associations with other architectural firms and engineers you will suggest that
make sense given the scale of the project?, what is the methodology that will resonate with
the client?, do you have a unique workplan that makes sense given the particularities of
the project?, what are the human resources and managerial systems that you propose?

January 5   Forum 3a: **Ethical and Legal Responsibilities, and Professional Contracts**
Forum 3b: **Roles and Responsibilities in the Delivery of a Project**
Assignment 3: Develop a Contract for Professional Services for your Comprehensive
Studio Project. Develop a Roles and Responsibilities Diagram for the delivery of an
architectural project. Develop a risk and risk mitigation outline for your Comprehensive
Project. The assignment will be based on the presentations today, a review of the CHOP,
and a review of the different contracts listed in reference to the project type defined by the
Comprehensive Studio Project.

January 6   Forum 4a: **Architectural Profession, Architect's Act**
Forum 4b: **Path to Licensure and Internship**
Students are to consolidate material from Assignments 1-3 into a 10-minute presentation
designed for a potential client group in order to obtain the commission for the project
explored in Comprehensive Studio.

January 7   Student Presentations of Assignments 1-3

Note: A passing grade in all assignments is required in order to pass the course as a whole.
Late Assignments will lose a letter grade every 24 hours it is submitted after the submission date.
Expectations for Writing (https://www.ucalgary.ca/pubs/calendar/current/e-2.html):

Grading Scale

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	

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.

University of Calgary Policies and Supports

COVID-19 PROCEDURE FOR SICK STUDENTS:
https://ucalgary.ca/risk/sites/default/files/Covid-19%20Folder/COVID-19-Procedure-for-Sick-Students.pdf

ACADEMIC ACCOMMODATION
It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations.
Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.
SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/ .

ACADEMIC MISCONDUCT
Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:
https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf
https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf
Additional information is available on the Academic Integrity Website
at https://ucalgary.ca/student-services/student-success/learning/academic-integrity.

COPYRIGHT LEGISLATION:
All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy (https://www.ucalgary.ca/pubs/calendar/current/k.html).

INSTRUCTOR INTELLECTUAL PROPERTY
Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites

without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

SEXUAL VIOLENCE POLICY
The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf

UNIVERSITY STUDENT APPEALS OFFICE: If a student has a concern about the course, academic matter, or a grade that they have been assigned, they must first communicate this concern with the instructor. If the concern cannot be resolved with the instructor, the student can proceed with an academic appeal, which normally begins with the Faculty. https://www.ucalgary.ca/secretariat/student-appeals

OTHER IMPORTANT INFORMATION
Please visit the Registrar's website at: https://www.ucalgary.ca/registrar/registration/course-outlines for additional important information on the following:
- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk