



Winter 2024

Course Number	LAND 616	Classroom	PF 2160
Course Name	Professional Practice and Project Management for Landscape Architecture		
Pre/Co-Requisites			
Instructor	Cathy Sears	Office Hours/Location	M/T/W 3:30pm - 5pm Online by Appointment
	Email: cathy.sears@exp.com	Phone: 403.869.4658	
Class Dates	January 08 – April 03 Classroom Lessons Mondays 9:30 am to 12:30 pm. Online lessons may be required to deliver specific course material. Students will be given notice well in advance should a classroom lesson need to be revised to online delivery.		
Instructor Email Policy	All course communications must occur through your @ucalgary email. The email subject line must start with LAND 616. I will respond to emails, sent via student's @ucalgary emails, within 48 business hours. Send emails to cathy.sears@exp.com		

Course Description:

This course is an **introduction** to professional practice in landscape architecture. It will provide students with a general insight into the operations of, and working in, a professional office. It covers the career path of a landscape architect from student to licenced 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 consulting fees are established. It will teach that the basis of professional practice is about projects. Students will learn about the various phases of a typical design-bid-build project and the project deliverables from pursuit through design to construction and project close out . The course will introduce project management; the role of a project manager, how projects are managed and basic project management tools. Students will learn the difference between fee for service and construction contracts and procurement type options.

The course is delivered through a series of inter-related lessons. The lessons will include on occasion, invited guests: students can hear directly from people in the industry on specialized topics and from varying perspectives. Students will also be given assignments to further enrich their learning outcomes. The assignments will require the students apply what they have learned in class to a real-life situation. Further investigation into the course information provided in class will be required to satisfy performance expectations. Assignments will elevate the students' level of understanding on the subject matter, and the students' team building and problem-solving skills. The major assignments will "uncover" for students the requirements and their options in pursuing their **Professional Career Path**, and the opportunity to apply their understanding of project delivery by preparing a **Request for Project Proposal (RFP)**. The RFP assignment requires students to use basic project management tools to prepare at a minimum a work breakdown structure, project schedule, and consulting fee budget.

The calendar description is copied below in italics and may be found here:

<https://www.ucalgary.ca/pubs/calendar/current/landscape-architecture.html#45317>

An introduction to the professional practice of landscape architecture. Includes the legal and ethical frameworks for practice, as well as project management.

Course Hours: 3 units; (3-0)

Classroom and Online Delivery:

The course lessons will take place in the classroom and **may** on occasion be delivered online via Desire2Learn (D2L) and Zoom. Students are required to participate in the synchronous learning (i.e., real-time/Zoom) and asynchronous learning contexts (i.e., completing work on their own time). If a student is unable to attend a scheduled lesson due to unforeseen circumstances, the instructor needs to be informed as soon as possible and the student needs to follow up with the instructor to work out alternate learning | participation activities (e.g., reading, review, key points summary).

Course Learning Outcomes:

Upon completion of this course, students will know and be able to:

01. Describe the characteristics of a profession, ethics and professional conduct, regulation.
02. Describe a typical career path of a landscape architect.
03. Discuss basic issues and organization related to landscape architectural practices.
04. Be familiar with key operational aspects of professional practice including legal and insurance.
05. Define what a project is and discuss typical project attributes.
06. Describe the life cycle | phases of a project.
07. Define project scope and definition of deliverables, budget, and schedule.
08. Support preparation of proposals.
09. Support preparation and application of basic project management tools.
10. Understand the key relationships and defining attributes associated with contracts / agreements.
11. Understand contents of and reference to construction contract documentation, IFC, IFT.
12. Be familiar with construction site observation documents and,
13. Be familiar with some of the day-to-day tasks when starting in a landscape architectural firm.

Learning Resources:

It is expected that the students attend and participate in classes, investigate information on websites, read class handouts (provided on the course D2L site). Other recommended readings will be identified in text and reference books during course lessons. Together these learning resources are the basis for successfully understanding and completing assignments, participating in class and team discussions, and demonstrating a general understanding of the course material and key learning outcomes.

- www.aala.ab.ca Alberta Association of Landscape Architects – AALA
- www.csla.ca Canadian Society of Landscape Architects – CSLA
- www.asla.org American Society of Landscape Architects – ASLA
- www.clarb.org Council of Landscape Architectural Registration Boards - CLARB

The textbooks noted below are not required but optional to enhance the students' understanding of the topics covered in the course. Additional references may be identified during course lessons.

- Successful Project Management, 7th edition. Jack Gido, Jim Clements, Rose Baker.
- Architecture Student's Handbook of Professional Practice 15th edition.
- The CSI Construction Contract Administration Practice Guide. John Wiley & Sons

Technology requirements (D2L etc.):

To successfully engage in your 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

[Student IT Resources](#)

Workshop Safety Training Requirement: N/A

Additional Classroom Conduct and Related Information

Guidelines for Zoom Sessions in Online Classes:

Students are expected to participate actively in all Zoom sessions and to turn on their webcam. Please join our class in a quiet space that will allow you to be fully present and engaged in the Zoom sessions. Students must behave in a professional manner during the session. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

Assessment Components:

Assessment Method	Description	Weight	Aligned Course Learning Outcome
Participation	Classroom engagement and inquiry	15%	All
Assignment #1	Professional Career Path	15%	1-4, 13
Assignment #2	Project Proposal (Team Assignment)	40%	3-11
Assignment #3	Practice , Projects , Contracts Quizz	15%	1-11
Assignment #4	CD and CAA Quizz	15%	9-13, 6

Assessment and Evaluation Information

Attendance and Participation Expectations:

Students should attend and participate in all class lessons due to their inter-related content. Copies of the lesson presentations are not provided to students, so attendance is critical. Participation is expected during class lessons, during guest panel discussions and on your team assignments.

Guidelines for Submitting Assignments:

Follow instructions provided in the assignment descriptions. For Email delivery of assignments, the subject line must start with LAND 616 . Submissions must be in PDF format and must be collated into one document unless otherwise requested . PDF submissions must be reduced in size to comply with typical business email restrictions.

Final Examinations: N/A

Expectations for Writing : (<https://www.ucalgary.ca/pubs/calendar/current/e-2.html>)

Late Assignments:

Will be docked 5% per calendar day and immediately after the deadline is passed .
Assignments will not be accepted after 72 hours overdue.

Criteria that must be met to pass:

A passing grade (70%) is required on each assessment component.

Should there be extenuating circumstances, a student may request for consideration , the opportunity to resubmit one (1) assignment if the first submission of the assignment did not achieve a passing grade. All resubmitted assignments will automatically be docked with a 5% late penalty.

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

The School of Architecture, Planning and Landscape will not permit the Flexible Grade Option (CG Grade) for any course offered by the School.

<https://www.ucalgary.ca/pubs/calendar/current/f-1-3.html>

Topic Areas & Detailed Class Schedule

Course Schedule Date	Lesson Topic And Guests	Assignment Due Dates
Jan 8 Class 1	Professional Life CLARB/AALA Guest Presentation	
Jan 15 Class 2	The Practice Emerging Professionals Panel	
Jan 22 Class 3	Running a Practice LA Firm Owners - Guest TBC	
Jan 29 Class 4	The Project	#1 Professional Journey
Feb 5 Class 5	Initiating a Project: Planning, Performing, Controlling	
Feb 12 – 16	Winter SAPL Block week	
Feb 19	Family Day Observed	
Feb 19 – 23	Winter Term Break	
Feb 26 Class 6	Baseline Planning : Scope, Sequence, Resources, Schedule, Budget, Risk	
Mar 4 Class 7	Proposal Writing	
Mar 11 Class 8	Contracts and Agreements Risks and Projects - Guest TBC	
Mar 18 Class 9	Construction Contract Administration	# 2 Team Proposal # 3 Summative Quiz
Mar 25 Class 10	Construction Phase	
Mar 29	Good Friday: UoC closed	
Apr 1	Easter Monday: UoC closed	
Apr 8 Class 11	Construction Site Observation LA Clients - Guests TBC	
Apr 9	Last Day of UoC Formal Classes	#4 CCA Quiz
Apr 15 – 19	Final Review week	
Apr 30 End of Term		
Green lines items : LAND 616 Class Number and Dates . There are a total of eleven (11) class sessions		

University of Calgary Policies and Supports

ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf>. Students needing 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 (contact information on first page above).

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://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-policy>

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 (<https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy>) 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 AND GENDER-BASED 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/legal-services/university-policies-procedures/sexual-and-gender-based-violence-policy>.

UNIVERSITY STUDENT APPEALS OFFICE

If a student has a concern about a grade that they have received, they should refer to Section I of the Undergraduate Calendar (<https://www.ucalgary.ca/pubs/calendar/current/i-3.html>) which describes how to have a grade reappraised. In addition, the student should refer to the SAPL's Procedure for reappraisal of grades

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