



Course Number	LAND 616	Classroom	Zoom
Course Name	Professional Practice and Project Management for Landscape Architecture		
Pre/Co-Requisites	None		
Instructor	Cathy Sears	Office Hours/Location	Fridays 1:30 – 4:30 PM Virtual by Appointment
	Email: cathy.sears@exp.com		Phone: 403.869.4658
Class Dates/ Time	Mandatory real-time Zoom classes January 14 – April 8 on Fridays at 9:00 am to 11:50 am		
Instructor Email Policy	Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.		

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 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 pursuit through project hand over. It will introduce the basics of project management, the role of a project manager, and how projects are managed.

In addition to a traditional lecture format consisting of inter-related lectures, student assignments will enable more in-depth learning, team building and problem solving. Assignments will focus on understanding a professional career path, proposal writing, project management tools and construction contract administration. Invited guests will engage in panel discussions on several specialized topics: students to hear directly from the industry about the topics and from varying perspectives. Students must participate in all class discussions and do general reading assignments.

The calendar description can be located here:

<https://www.ucalgary.ca/pubs/calendar/current/architectural-studies.html#38564>)

Course Units

3 units

Online Delivery

This course will take place **online** via Desire2Learn (D2L) and Zoom. Students are required to participate in the asynchronous learning tasks (readings, assignments, team participation) and synchronous Zoom sessions. If unable to participate live due to unforeseen circumstances, inform the instructor in advance and follow up with the instructor to work out alternate learning | participation activity (e.g., reading, review , key points summary). One of the final classes will involve Construction Site Observations; this class may be held on a construction site, off campus, or provided as a virtual tour . The format for this class to be confirmed.

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
08. Support preparation of proposals
09. Support preparation and application of basic project management tools
10. Understand the key relationships associated with contracts / agreements
11. Be familiar with 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, find information on websites, read class handouts and the recommended chapters identified in the textbooks. These learning resources are the basis for successfully understanding and completing assignments, participating in class and team discussions, and demonstrating a general understanding the course material and key learning outcomes.

Textbooks and Learning Materials:

SMP - Successful Project Management, 7th edition. Jack Gido, Jim Clements, Rose Baker.
SHOPP – Architecture Student’s Handbook of Professional Practice 15th edition.
CSI – 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](#) Most current laptops will have a built-in webcam, speaker, and microphone.

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 & Inquiry	15 %	All
Assignment #1	Career Path Outline	15 %	1-4
Assignment #2	Project Proposal (Team)	40 %	5-8
Assignment #3	Construction Documentation and Contract Administration	30 %	9-13

Assessment and Evaluation Information

Attendance and Participation Expectations: In and for the duration of the classes, during panel discussions and on team assignments.

Guidelines for Submitting Assignments: Follow subject / title conventions. PDF submissions must be reduced in size to accommodate typical business email restrictions.

Final Examinations: N/A

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

Late Assignments: Docked 5% per calendar day and will not be accepted after 72 hours overdue.

Criteria that must be met to Pass: A passing grade is required on each assessed component.

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.

Topic Areas & Detailed Class Schedule		
Course Schedule Class Date	Topics and Guest Panel	Assignment Due Dates
January 14	Professional Life CLARB/AALA Panel Recommended Reading: SHOPP Ch. 1	
January 21	The Practice Emerging Professionals Panel Recommended Reading: SHOPP Ch. 2-3	
January 28	Running a Practice LA Firm Owner Panel Recommended Reading: SHOPP Ch. 4-6	
February 4	The Project Recommended Reading: SHOPP Ch. 7-10	
February 11	Initiating a Project LA Client Panel Recommended Reading: SMP Ch. 1-3	#1 Due
February 18	Planning the Project Recommended Reading: SMP Ch. 10-11	
February 21 (Monday)	Family Day Holiday	
February 21 – 25	Term Break – No Classes	
March 4	Schedule Resources Budgets Recommended Reading: SMP Ch. 4-8	
March 11	Contracts and Agreements Legal / Insurance Panel TBC Recommended Reading: SHOPP Ch. 11-12	
March 14 – 18	SAPL Block Week – No Regular Classes	
March 25	Construction Documentation Recommended Reading: SHOPP Ch. 9 + SMP Ch. 9 Additional Resource: CSI, TBC	#2 Due
April 1	Construction Contract Administration Additional Resource: CSI, TBC	
April 8	Construction Site Observation * Site Visit or Virtual Tour TBC	
April 12 (Tuesday)	Last Day of Regular Classes	#3 Due
*Class activities involve Construction Site Observation . This class may be conducted on a construction site, off campus, or provided as a virtual tour . To be confirmed.		

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed, or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](#)). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe, and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities.

Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g. [Student Non-Academic Misconduct Policy](#)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>

If you are unable to attend a Zoom session, please contact your instructor in advance to arrange an alternative activity for the missed session. Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

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 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/university-policies-procedures/accommodation-students-disabilities-procedure>

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://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