



Course Number	LAND 616	Classroom	CBDL Classroom E
Course Name	Professional Practice and Project Management for Landscape Architecture		
Pre/Co-Requisites	None		
Instructor	Cathy Sears	Office Hours/Location	M/T/W 4:00 -5:00pm Virtual by Appointment
	Email: cathy.sears@exp.com		Phone: 403.869.4658
Class Dates/ Time	January 09 –April 03 on Mondays at 9:00 am to 12:00 pm. Classroom lessons. Remote (zoom) lessons are the exception, advance notice will be provided if required.		
Instructor Email Policy	Please note that 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.		

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 design and construction to project close out . It will introduce the basics of project management, the role of a project manager, and how projects are managed.

In addition to a traditional lesson 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 including work breakdown structure, schedule and budgets, project management tools and construction contract administration. The lessons will include on occasion, invited guests: students will hear directly from the industry on specialized topics and from varying perspectives. Students must participate in all class discussions and do general reading assignments.

The calendar description may be found here:

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

Course Units

3 units

Classroom and Online Delivery

This course 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 asynchronous learning tasks (readings, assignments, team participation) and synchronous lessons. If unable to attend a scheduled lesson due to unforeseen circumstances, inform the instructor as soon as possible and follow up with the instructor to work out alternate learning | participation activity (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 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. Other recommended readings will be identified in text and reference books. 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.

Textbooks , Reference, and Learning Materials:

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

These books are not required but optional to enhance the students' understanding of the topics covered . Additional references may be identified over the course of the lessons.

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

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	Contracts	15 %	9-13
Assignment #4	Construction Documentation and Contract Administration	15%	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.

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 assessment 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 09 #1 Class	Professional Life CLARB/AALA Guest Presentation	
January 16 #2 Class	The Practice Emerging Professionals Panel	
January 23 #3 Class	Running a Practice LA Firm Owner Panel TBC	
January 30 #4 Class	The Project	#1 Due
February 06 #5 Class	Initiating a Project LA Client Panel TBC	
February 13 #6 Class	Baseline Planning	
February 20 (Monday)	University Holiday	
February 21 – 24	Term Break – No Classes	
February 27 #7 Class	Proposal Writing	
March 06 #8 Class	Contracts and Agreements Guest Presentation	
March 13 – 17	SAPL Block Week – No Regular Classes	
March 20 #9 Class	Construction Contract Administration	#3 Due
March 27 #10 Class	Construction Phase	#2 Due
April 03 #11 Class	Construction Site Observation * Site Visit or Virtual Tour TBC	
April 10 (Monday)	University Holiday	
April 12 (Wednesday)	Last Day of Regular Classes	#4 Due
End of Term Friday , April 28		

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