



UNIVERSITY OF CALGARY
SCHOOL OF ARCHITECTURE,
PLANNING AND LANDSCAPE

Fall 2023

Course Number	ARCH 618	Classroom	TBD
Course Name	Architectural Professional Practice		
Instructor & Course Manager	Cameron Gillies cameron.gillies1@ucalgary.ca		
Teaching Assistant	Sahil Kadiwar sahil.kadiwar@ucalgary.ca		
Class Dates	Mandatory Classes: Tuesdays & Thursdays, 8:45 – 10:15 am		
Instructor 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 Hours H (3-0)

Course Description

The nature of the building industry, stakeholders and many of the participants and their responsibilities. Brings together the theoretical framework of the architect's role in society with the practicality of managing a practice. Project management and office administration, trends, liabilities and systems for project control such as building economics; cost analysis and estimating techniques; and cost controls during design and construction. Also known as: (formerly Environmental Design Architecture 661)
This course may not be repeated for credit.

Students will hear from various practitioners on the nature of the profession of architecture, the roles of participants in the delivery of architectural projects, their responsibilities, and the dynamic relationship among collaborators. The course will examine the architect's role in society, and how this is realized through the management of architectural practices & 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.

https://contacts.ucalgary.ca/evds_info/courses/w21/ARCH618?destination=courses

Course Learning Outcomes (with corresponding CACB SPCs identified)

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

1. Understand the legal and legislative underpinnings of the profession, including the Architects Act. (SPCs E1 & E2)
2. Describe the meaning and application of ethical conduct in professional and business affairs and its relationship to personal integrity and reputation (E1 & E2)
3. Define the many roles and contexts in which architects operate (E1 & E3)
4. Recognize the ethical, legal and technical standards of practice, including the various contracts that define the relationships in architectural practice (E2 & E4)
5. Use the various tools and methodologies typical of all phases of a project (E5)
6. Understand the principles and procedures for the management of projects (E5)
7. Apply cost control techniques to projects & practices (E3, E4, & E5)
8. Appreciate the role of collaboration & teamwork in architecture (E3, E4, E5)
9. Understand the process to licensure including the process of internship (E1)
10. Identify the current challenges & opportunities of professional practice (E2 & E3)

Learning Resources

- Canadian Handbook of Practice for Architects, Royal Architectural Institute of Canada, 3rd Ed.
- Conditions & Terms for Accreditation, CACB, Ottawa 2017.
- Alberta Association of Architects website: <https://www.aaa.ab.ca/>
- Royal Architectural Institute of Canada website: <https://raic.org/>

Suggested Additional References

- Lowell V. Getz, An Architect's Guide to Financial Management, AIA, Washington, D.C., 1997.
- Lewis, R. Architects? A Candid Guide to the Profession. The MIT Press, Cambridge, Mass.
- Andy Pressman AIA, Professional Practice 101, 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,
- Ralph L. Klein, The Secret of Successful Project Management, Wiley & Sons, Inc.

Additional Classroom Conduct and Related Information

Students are expected to participate actively in all sessions. Please join our class in a quiet space that will allow you to be fully present and engaged. 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

The five (5) assignments will be based on the preceding 2 weeks' course content. Each assignment will also build on the previous one, to provide a simulation of experiences within your first years of practice. There will also be a graded seminar session & a participation/engagement component.

Full assignment details will be given on reveal dates, identified in the class schedule.

There will be no final examination.

Assessment Method	Description	Weight	Learning Outcomes
Seminar	Architect's Act Sample Exam	10%	1,2,4,8
Assignment 1	Develop Your Architectural Profile	15%	2,3,9
Assignment 2	Design an Architectural Practice	15%	3,7,10
Assignment 3	Write a Proposal	15%	3,5,7
Assignment 4	Present a Partnership (in Groups)	20%	3,8,7
Assignment 5	Prepare Contract Documents	15%	5,6,7
Participation & Engagement	Five Journal Entry & Reflection Submissions	10%	All

Guidelines for Submitting Assignments

Submit your assignment as a PDF to sahil.kadiwar@ucalgary.ca by 11:59pm on the assignment due date, using the naming convention: Smith.Jane.A1.pdf . Write the corresponding "Assignment #" in the subject line, please.

All course communications must occur through your @ucalgary email.

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

Late Assignments: Late Assignments will lose a letter grade every 24 hours it is submitted after the submission date.

Grading

A passing grade in all assignments is required in order to pass the course as a whole.

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>

CACB Student Performance Criteria covered in this course

Professional Practice:

- E1. The Architectural Profession.
- E2. Ethical and Legal Responsibilities.
- E3. Modes of Practice.
- E4. Professional Contracts.
- E5. Project Management

https://cacb.ca/wp-content/uploads/2019/11/2017-CACB_Conditions_and_Terms_for-Accreditation.pdf

Topic Areas & Detailed Class Schedule (may be subject to revision/substitution)

Week & Date	Topic(s)	Activity	Speaker(s)
Tue Sep 5*	Theory & Background	Lecture/Guest	Cameron Gillies & WIL Guest Talk
Thu Sep 7	Theory & Background	Guests	David Down & Coben Christiansen
Tue Sep 12**	Theory & Background	Architects Act Course (AAA)	Cameron Gillies & Students
Thu Sep 14	Theory & Background	Guests	Wendy Graden & Stephanie Clancy
Tue Sep 19*	Context of Practice	Lecture/Guest	Cameron Gillies & WIL Guest Talk
Thu Sep 21	Context of Practice	Guest	Ben Barrington
Tue Sep 26	Context of Practice	Guests	Evan Spence & Stephen Barnecut
Thu Sep 28**	Context of Practice	Guest	Justin Pockar
Tue Oct 3*	Management of the Practice	Lecture/Guest	Cameron Gillies & WIL Guest Talk
Thu Oct 5	Management of the Practice	Guest Panel	S,M,L,XL practitioners (TBA)
Tue Oct 10	Management of the Practice	Guest	Walker McKinley
Thu Oct 12**	Management of the Practice	Guest	Tim Hagg (Hagg Law)
Tue Oct 17*	Management of the Project	Lecture/Guest	Cameron Gillies & WIL Guest Talk
Thu Oct 19	Management of the Project	Guest	Jason Glasser
Tue Oct 24	Management of the Project	Guest	Ryan Meier
Thu Oct 26**	Management of the Project	Guest	Claudia Cozzitorto
Tue Oct 31*	Phases of the Project	Lecture/Guest	Cameron Gillies & WIL Guest Talk
Thu Nov 2	Phases of the Project	Guest	Shafraaz Kaba
Block Week	None	No Class	None
Term Break	None	No Class	None
Tue Nov21**		Presentation	Students
Thu Nov23**		Presentation	Students
Tue Nov28*	Design/Construction Prog	Lecture/Guest	Cameron Gillies & Magdalena Cammidge (Lloyd Sadd)
Thu Nov30	Design/Construction Prog	Guests	Bill Woodhead
Tue Dec 5**	Summary & Next Steps	Guest Panel	Nooshin Esmaeili & Intern Panelists

*Assignment Reveal Date

**Assignment Due Date

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