



Architectural Professional Practice

EVDA 661 H(3-0)

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Winter 2020 Block Week

Rm. PF-2160

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.

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.

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.

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 30%

Assignment 2 30%

Assignment 3 30%

Student Participation in Class Discussions 10%

Total 100%

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>):

Teaching Approach and Schedule

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, landscape architecture, clients, contractors, and authorities-having-jurisdiction. The engagement will be structured through 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.

1. January 6 Forum 1: **Modes of Practice**
Assignment 1: Develop an Architectural Firm Model and its Key Characteristics
2. January 7 Forum 2: **Architectural Project Management**
Assignment 2: Develop a Proposal for Professional Services for your Comprehensive Studio Project.
3. January 8 Forum 3: **Ethical and Legal Responsibilities, and Professional Contracts**
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.
4. January 9 Forum 4: **Architectural Profession, Architect's Act, Path to Licensure and Internship**
5. January 10 Student Presentations of Assignments 1-3

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.

Media and Recording in Learning Environments

Part 1

University Calendar: <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>

Recording of lectures (other than audio recordings that are pre-arranged as part of an authorized accommodation) is not permitted.

Students may not record any portion of a lecture, class discussion or course-related learning activity without the prior and explicit written permission of the course instructor or authorization from Student Accessibility Services. For any other use, whether by duplication, transcription, publication, sale or transfer of recordings, written approval must be obtained from the instructor for the specific use proposed. Any use other than that described above constitutes academic misconduct and may result in suspension or expulsion.

Part 2

The instructor may use media recordings to capture the delivery of a lecture.

The instructor will notify all students and guests in the class that the event is being recorded. If a student or guest wants to take steps to protect privacy, and does not want to be recorded, the instructor will provide the individual (s) with an alternative means of participating and asking questions (e.g., passing written notes with questions). Students cannot be penalized for choosing not to be recorded in situations where participation is part of the course. Students must be offered other ways of earning participation credit that do not involve recording.

Any video-recording would be intended to only capture the instructor and the front of the classroom. Students/other participants would not necessarily be visible on video recordings.

University of Calgary Policies and Supports

ACADEMIC ACCOMMODATION

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; 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/. 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.

The full policy on Student Accommodations is available at

<http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

ACADEMIC MISCONDUCT

Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when: (a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work, (b) parts of the work are taken from another source without reference to the original author, (c) the whole work (e.g., an essay) is copied from another source, and/or, (d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved. While it is recognized that scholarly work often involves reference to

the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence. Any suspicion of plagiarism will be reported to the Dean, and dealt with as per the regulations in the University of Calgary Graduate Calendar.

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

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.

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.

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://ucalgary.ca/student-appeals/>

More student support and resources (e.g. safety and wellness) can be found here:

<https://www.ucalgary.ca/registrar/registration/course-outlines>