



Course Number	LAND 616 -01	Classroom	Zoom
Course Name	Professional Practice and Project Management for Landscape Architecture		
Pre/Co-Requisites	None		
Instructor	Cathy Sears	Office Hours/Location	Friday 1:30 – 4:30 PM (except April 2, 2021) By Appointment Only
	Email: cathy.sears@ucalgary.ca		Phone: (403) 869-4658
Class Dates	Mandatory real-time Zoom classes Friday January 8 – April 9, 2021 9:00 am to 11:50am		
Instructor Email Policy	Course communications must occur through @ucalgary email. I will respond to emails sent via student's @ucalgary emails within 48 hrs.		
Name and Email of Teaching Assistant			

Course Description

This course is an introduction to professional practice in landscape architecture. It will provide students general insight into the day-to-day operations of running 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 project definition through to project hand over. It will teach 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/grad/current/landscape-architecture-land.html#45312>

Course Hours

3 units; 9:00 am to 11:50am according to Calendar and Detailed Class Schedule below.

Online Delivery

This course will take place **online** via Desire2Learn (D2L) and Zoom. Students are required to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. Learning will occur in both synchronous (i.e., real-time/Zoom) and asynchronous (i.e., students will complete on their own time assigned readings, group discussions, desk top examination and investigation, etc.) contexts. The dates and times for all synchronous sessions and assignment deadlines are indicated clearly in the course outline.

If unable to participate live due to unforeseen circumstances, inform the instructor in advance to work out an alternative participation activity (e.g., reading, watch the recordings, submit a brief reflection, and actively contribute to the follow-up online discussion).

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. List key operational aspects of a 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 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 day to day tasks when starting in a landscape architectural firm.

Learning Resources

It is expected that the students attend classes, participate in panel discussions, and read the recommended chapters identified in the required 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.

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
Class Participation	Individual and Team Contribution	15%	All
Assignment #1	Career Path Outline	15%	1-4
Assignment #2	Team Proposal	50%	5-10
Assignment #3	Construction Contract Administration	20%	10-13

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 reduced to accommodate typical email restrictions.

Final Examinations: N/A

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

Late Assignments: Docked 5% per day and will not be accepted after 3 days pasted due.

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.

Calendar and Detailed Class Schedule LAND 616

Nov 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jan 4 Classes start **April 2** Good Friday no class **April 5** Easter Monday no class **April 15** Last day of classes

LAND 616 Classes Friday 9:00 am to 11:50 am

Term Break 2/16 – 2/20 No Classes

Block Week 3/15 – 3/19 SAPL No Classes

ASSESSMENT

Components	Weight	Description	
Class Participation	15 %	Individual participation in class and team project participation	
Assignment #1	15 %	Career Path Outline	Assignment Due Jan 22
Assignment #2	50 %	Team Proposal	Assignment Due March 26
Assignment #3	20 %	Construction Contract Admin	Assignment Due April 15

TOPIC AREAS AND DETAILED CLASS SCHEDULE

Date	Topic	Due
January 8	Professional Life CLARB / AALA Executive Panel Reading: SHOPP Chapter 1	
January 15	The Practice Emerging Professionals Panel Reading: SHOPP Chapter 2, 3	
January 22	Running a Practice Owner Panel Reading: SHOPP Chapter 4,5, 6	Assignment #1
January 29	The Project Reading: SHOPP Chapter 7, 8,9, 10	
February 5	Initiating a Project Client Panel Reading: SMP Chapter 1 ,2, 3	
February 12	Planning, Performing and Controlling the Project Reading: SMP Chapter 10, 11	
February 26	Scope, Sequence, Schedule Reading: SMP Chapter 4 5, 6	
March 5	Resources, Budgets, Risks Reading: SMP Chapter 7, 8	
March 12	Contracts and Agreements Legal / Insurance Panel Reading: SHOPP Chapter 11, 12	
March 26	Construction Contract Administration Reading: SHOPP Chapter 9 SMP Chapter 9	Assignment #2
April 9	Construction Site Observation	
April 15	Last day of Winter 2021 Classes	Assignment #3

READING

SMP - Successful Project Management

SHOPP - Student's Handbook of Professional Practice

U of C Bookstore LAND 616 Cathy Sears Resource Materials / Digital Available
Check to see if Digital allows content to be shared on more than one device.

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 (e.g., to review the recorded 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.

Special Budgetary Requirements

None

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 Accommodations policy is available at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf>). 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.

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