PRAIRIE VIEW A&M UNIVERSITY

SYLLABUS

Course Title:	**Construction Documents and Codes**				
Course Prefix:	**ARCH**	**Course No.:**	**4443**	**Section No.:**	**P01**

"The Architect Should Be Equipped With Knowledge of Many Branches of Study and Varied Kinds of Learning…This Knowledge Is the Child of Practice and Theory.

-Vitruvius

School of Architecture	Department: Architecture ☑ Construction Science ☐ Art ☐ Community Development ☐
Course Location:	Nathelyne Archie Kennedy Building, Room 115
Class Meeting Days & Times:	Tuesdays; 6:00-8:20 PM
Catalog Description:	"(2-2) Credit 3 semester hours. The organization, development and preparation of a complete set of working drawings using computer aided design."
Prerequisites:	ARCH 2223.
Co-requisites:	None
Mode of Instruction:	☑ Face-to-face ☐ On-line ☐ Hybrid
Instructor:	Daniel W. Bankhead, AIA, NOMA Adjunct Assistant Professor
Office Location:	School of Architecture, Prairie View A&M University, Room 219
Office Telephone:	(936) 261-9820
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Email Address:	dwbankhead@pvamu.edu
U.S. Postal Service Address:	Prairie View A&M University P.O. Box 519 Mail Stop 2100 Prairie View, TX 77446
Office Hours:	Tuesday 4:30 PM – 6:00 PM. Other hours by appointment. Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bring all applicable materials and information to the meeting.
Virtual Office Hours:	Thursday 4:30 PM – 8:00 PM
Required Textbook:	The Professional Practice of Architectural Working Drawings (5th Edition); Authors: Osamu A. Wakita and Richard M. Linde; Publisher: John Wiley & Sons, Inc. ISBN: 0-471-39540-4 *The required textbook and the optional textbook are recommended to be included in your personal library and should NOT be sold back at the end of the year.*
Optional Textbook:	A Manual of Construction Documentation: An Illustrated Guide to Preparing Construction

	Documents; Author: Glenn E. Wiggins; Publisher: Watson-Guptill Publications; ISBN: 0-8230-3002-4 Building Construction Illustrated (5th Edition); Author: Francis D.K. Ching; Publisher: John Wiley & Sons, Inc. ISBN: 978-1118458341
Recommended Text/Readings:	Other articles, handouts, and resource material will be provided in class and assigned online during the semester.
Learning Resources	**PVAMU Library**: Telephone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/ Use the Reference Desk at the library where the staff is eager to guide your research. They can orient you to hard copies and on-line resources.
	University Bookstore: Telephone: (936) 261-1990 web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d
	The Writing Center Telephone: (936) 261-3700 The Writing Center's goal is to provide a friendly, stress-free environment for students from all over campus to meet with a consultant and talk about writing of all types. They provide a responsive audience and advice from experienced writers in sessions generally lasting thirty to forty-five minutes. Sessions of this length offer time to work individually with students on any aspect of the writing process: from brain storming and drafting, to revising and proofreading. They will explore ways to improve a student's overall writing skills. They do NOT proofread or edit for students, but instead teach proofreading and editing techniques. Their goal is to: make a better writer for the long term.
	Student Academic Success Center Telephone: (936) 261-1040 Student Academic Success Center identifies academic and social roadblocks that interfere with persistence and timely graduation of PVAMU students. SASC informs campus-wide policies by staying current with retention literature and best practices. Further, SASC develops programs and services that are specifically aimed at continuing the academic success of the first year. We strive to provide PVAMU students with ***"Navigation to Graduation"***.
	The Tutoring Center John B. Coleman Library in Room 209 Telephone: (936) 261-1561 Hours: Monday through Thursday 12 pm to 9 pm and Friday from 8 am to 5 pm. Email: AEtutoring@pvamu.edu Open to **all** undergraduate students enrolled for credit in targeted PVAMU courses. offers help for: ▪ Microeconomics, Macroeconomics ▪ Management Information Systems ▪ History, Government ▪ Statistics, Basics – Calculus II ▪ Psychology, Sociology ▪ English (Basics – Freshman Comp II), Speech ▪ Spanish I&II ▪ Biology (Pre-Med, Pre-Nursing) ▪ Chemistry (Bio & Nursing Majors) ▪ Physics ▪ Materials & Science
Course Goals and Overview:	
	The practice of architecture has changed as a result of the expanding use of computer-

	based systems. They have provided huge advances in visual presentation and graphics, as well as in basic design work. In fact, today, it is not uncommon to see more computer generated illustrations and design work rather than handcrafted drawings. However, for every hour spent in design, it takes roughly 3 to 4 hours to produce the information from which a contractor can build the project. Thus, most of your architectural career will involve preparing construction documents to communicate the project design to the builder in order to have your work properly constructed. Unfortunately, most architecture school graduates come into the professional workforce with little if any knowledge about how this process actually works. The School of Architecture wants to make sure that when you do apply for your first job after graduation, you do so with an advantage over those graduates who focused solely on design and presentation skills. This class is to be a learning experience, and one that you want to come to each week. As such, it will emphasize more than just data retention. The lectures, reading materials, and assignments are each intended as different learning opportunities. You are responsible for all reading material, regardless of coverage in class. In fact, we will rarely discuss all of the reading material directly. Generally, the reading material is used to provide the basis for a class discussion, exams and grades. All readings outside of the text will be distributed in class and are due to be completed prior to the next class period. This course can help you develop analytical skills needed to become a successful practitioner, and help you learn how to work together in teams, to solve problems, and to manage your time and resources. It can also improve and reinforce your ability to communicate properly with other members of the building team such as the client and the general contractor. Additionally, the course will introduce you to those critical skills needed on the registration exam to obtain your architectural license. The course format is centered on lectures and discussions covering basic reading materials. You are fully expected to actively participate in the discussions during and following the lectures. It is your responsibility to raise questions when a point is not clear. If questions are not asked, it will be assumed that you fully understand the material covered in class as well as the reading material.

Course Outcomes/Learning Objectives	
At the end of this course, the student will	
4443.1	Learn the critical knowledge related to the **important role of architectural construction documents and codes** in transforming design concepts into real projects.
4443.2	Understand the composition of construction documents (drawings, specifications and contracts) issued to the general contractor
4443.3	Understand the **sequencing of architectural construction documents** as issued to the general contractor.
4443.4	Prepare a **basic set of architectural construction documents** for a project with emphasis on plans, elevations and sections.
4443.5	Develop and demonstrate the ability to effectively communicate to the project team Develop and to demonstrate the ability to **manage a project and oneself**, to be a team player and a team leader.
4443.6	Develop and demonstrate the **ability to solve problems**.
4443.7	Prepare for future **job opportunities** after graduation.

Course Requirements & Evaluation Methods	Points	%	Comments
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course : • **Assignments/Papers/Exercises:** Written assignments designed to supplement and reinforce course			

material
- **Exams:** Written tests designed to measure knowledge of presented course material
- **Projects:** Assignments designed to measure ability to apply presented course material
- **Individual Involvement/Participation:** Class attendance and participation in class discussions

Course Requirements	Points	%	Comments
A. Team Project	**6,000**	**28%**	Distribution As Noted
B. Team Progress Drawings 1. Initial Floor plan: 200 points 2. Site and Roof Plans: 200 points 3. Bldg. Elevations: 200 points 4. Bldg. Section: 200 points 5. Identifying Details-Floor Plan: 200 points 6. Identifying Details-Bldg. Section: 200 points 7. Updated Floor Plan: 200 points 8. Typical Detail: 100 points	**1,500**	**7%**	Submission of Progress Drawings is mandatory. Failure to submit will result in lost points and difficulty in completing the final submission for presentation.
C. Team Executive Summaries/Memos 1. Personal Profile + Student Information Form: 100 points 2. Project Team: 200 points 3. Social Outing: 200 points 4. RFQ letter: 250 points 5. CSI: 250 points 6. Project Delivery Method: 250 points 7. Square Footage take-off: 250 points	**1,500**	**7%**	Submission of Executive Summaries and other written documents is mandatory. Failure to submit will result in lost points.
D. Individual Involvement	**6,000**	**28%**	(14 classes x 400) +400 growth points
E. Midterm Examination	**3,000**	**14%**	
F. Final Examination	**3,000**	**14%**	
Total Grade Points Available (A-D)	**21,000**		
G. Additional Opportunity-Extra Credit	**500**	**2%**	Extra Credit (Become member of the PVAMU AIAS, NOMAS, ACCE, or AGC Chapter)
Maximum Points (A-F)	**21,500**	**100%**	
Grade Determination:	**A** = 90-100 points **B** = 80–89 points **C** = 70–79 points **D** = 60–69 points; **F** = 59 points or below		

Course Procedures

Taskstream	Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.
University Attendance Policy:	Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or assignment of a grade of "F."

	Absences are accumulated beginning with the first day of class.
Instructor's Attendance and Participation Policy	As a student in a professional practice course at Prairie View A&M University you are expected to attend each class. Class attendance is recorded on roll sheets that are circulated to record your name and signature. Since attendance is critical to the learning objectives and the class discussions, a 400 point involvement grade is awarded for each class period (200 points for Part 1 + 200 points for Part 2). You start with 100 points for attending each class session under the assumption that you have come to learn. However, to gain an understanding of construction materials and installation methods, you must do more than just show up. Attentiveness is important. For example, showing up for class and then reading the newspaper will cause a deduction from your 100 points. Other things that could cause you to lose points would be sleeping in class, working on other assignments in class, being late, being rude or being disruptive. However, if you are attentive during the lectures and discussions, you will be awarded an additional 40 points for each class. The remaining 60 points per class are earned by action on your part such as diligently taking notes, finding or sharing your thoughts on the subject being discussed, or asking a thoughtful and appropriate question. These points, plus potential bonus points, could also be earned by writing a one-page reaction paper about the class material or finding an insightful article from the newspaper or an architectural magazine. If you are late to class you are subject to losing all or parts of the 60 participation points. Typical deductions for being late are: Up to 5 minutes: 0 points; from 5 to 10 minutes: 20 points; from 10-15 minutes: 40 points; and over 15 minutes: 60 points. You are not in competition with your fellow classmates for involvement points. Each student can receive 200 points per class session as long as they are legitimately earned. At the end of the semester, the instructor may award a growth grade worth an additional 400 involvement points based upon their overall assessment of your participation, growth and development during the semester. Participation and absences are accumulated beginning with the first day of class on **August 27, 2019**. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications: 1. Participation in an activity appearing on the University authorized activity list. 2. Death or major illness in a student's immediate family. 3. Illness of a dependent family member. 4. Participation in legal proceedings that requires a student's presence. 5. Religious holy day. 6. Confinement because of illness. 7. Required participation in military duties. If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will be accepted for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. After that, the involvement grade stands. If you have another reason other than these seven for being absent, you may submit a memorandum with supporting documentation requesting that the absence be removed from you record for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. All requests will be reviewed and approved or disapproved based upon the justification that you provide in your memorandum. While other reasons for being absent are rarely approved; it is understood that you might feel that there is a higher priority that requires you to miss class. In accepting your decision to miss class, you must also be willing to accept the instructor's decision to not award you involvement points for the class or classes that are missed. To assist you in recovering lost points, there is an opportunity to earn up to 500 additional points towards your final grade
Personal Conduct	Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may

	result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. Based upon the fact that you are preparing for professional employment, you are expected to adhere to the following specific guidelines: 1. During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur. 2. No hats or caps will be allowed to be worn in the classroom during class sessions. If you elect to wear a hat or cap during the lectures or class discussion, your decision will be respected. However you should also respect the instructor's decision to not award you daily participation points based upon that decision. 3. Dress Code for Presentations: Professional dress is expected for all design and technical presentations in class. Failure to adhere to the guidelines posted by the instructor will result in a deduction of ten percent (10%) from your final presentation score. 4. No food or drink is allowed in the classroom at any time. 5. Cellular telephones are to be turned off or put on silent ring tone during the class period. Texting is strictly prohibited during the class period. No "ear phone" units will be allowed. If your cell phone rings during the lecture or you are texting you are subject to losing all participation point for that class period. 6. Laptops must emit no noise. Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time. 7. Harassment of your fellow students of any kind will not be tolerated. 8. No children, friends, family members or guests are allowed in the class without prior approval. Failure to adhere to this rule will result in a "0" for that class period.
Conduct of the Class and Care of the Facility	Please note the following rules for the conduct of the class. 1. Class will begin at the appointed time. 2. Class is dismissed when so indicated by the instructor. Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class. 3. All class members are required to keep the classroom in a clean and orderly manner to facilitate the number of students using it each day. Failure to maintain the classroom as requested by the instructor will result in a deduction in participation points for all class members for that date of instruction. 4. Lecture Notes and Handouts will be sent to your official university email. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy form another student or source.
Submission of Assignments:	Assignments are due at the start of the class session. No late work will be accepted without proper documentation.
Formatting Documents:	Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to save the document in either the Microsoft Word, Rich-Text, or plain text format.
Exam Policy:	Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).
Disability Statement (See Student Handbook):	Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the instructor of their need for accommodations immediately at the outset of the course so that a solution designed to being successful in class can be produced.
Academic Misconduct	You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic

(See Student Handbook):	misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.
Forms of Academic Dishonesty:	1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations. 2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test. 3. Fabrication: use of invented information or falsified research. 4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.
Nonacademic Misconduct (See Student Handbook)	The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either: (1) the instructor's ability to conduct the class; (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.
Sexual misconduct (See Student Handbook):	Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.
Student Academic Appeals Process	Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.
Technical Considerations for Online and Web-Assist Courses	
Minimum Hardware and Software Requirements	-Multi-Core Intel Xeon, or i-Series processor or AMD equivalent with SSE2 technology (highest affordable CPU speed rating recommended) -8 GB RAM -Internet provider with SLIP or PPP connectivity -DVD9 or USB Key for media download or installations -MS-Mouse or 3Dconnexion compliant pointing device -1680 X 1050 with true color video display -Hard drive with 5 GB of free disk space -DirectX 11 capable graphics card with Shader Model 5. -Sound card w/speakers -Operating System: Microsoft Windows 7 SP1 64-bit, Windows 8.1 64-bit or Windows 10 64-bit (Enterprise, Professional, or Pro) -Keyboard & mouse -Microsoft Internet Explorer 7.0 (or later) / plug-ins -**Participants should have a basic proficiency of the following computer skills:** ·Sending and receiving email ·A working knowledge of the Internet ·Proficiency in Microsoft Word ·Proficiency in the Acrobat PDF Reader -Basic knowledge of Windows or Mac O.S.
Netiquette (online etiquette):	Students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.
Technical Support:	Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282
Communication Expectations and Standards:	All emails or discussion postings will receive a response from the instructor, usually within 48 hours. Urgent emails should be marked as such. Check regularly for responses. You can send email anytime that is convenient to you, but the instructors will check their email messages continuously during the day throughout the work-week (Monday through Friday) during normal office hours. Instructors should respond to email messages during the work-week by the close of business (5:00 pm) on the day following **their receipt** of them. Emails received on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments-On Line Courses:	Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.
Discussion Requirement-On Line Courses:	Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board. Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor. **It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

ACCREDITATION/ASSESSMENT CRITERIA Table No. 1-NAAB CRITERIA

This course is structured to assist the student meet the following criteria shown in Table No. 1 as established by the National Architectural Accreditation Board (NAAB). To view the entire list, go to the NAAB website, www.naab.org and access "2014 NAAB Conditions for Accreditation."

Performance Criteria:	Ability ☑	Understanding ☑	Course Learning Outcomes Competencies (T, R, I)		
			T Taught	R Reinforced	I Utilized/ Integrated
REALM A: Critical Thinking and Representation					
A.1. Professional Communication Skills (Ability)	☑			R	
A.2. Design Thinking Skills (Ability)					
A.3. Investigative Skills (Ability)	☑		T		
A.4. Architectural Design Skills (Ability)					
A.5. Ordering Systems (Ability)					
A.6. Use of Precedents (Ability)					
A.7. History and Global Culture (Understanding)					
A.8. Cultural Diversity and Social Equity (Understanding)					
REALM B: Building Practices, Technical Skills, and Knowledge					
B.1. Pre-Design (Ability)					
B.2. Site Design (Ability)	☑				
B.3. Codes and Regulations (Ability)		☑		R	
B.4. Technical Documentation (Ability)				R	
B.5. Structural Systems (Ability)		☑			
B.6. Environmental Systems (Ability)					
B.7. Building Envelope Systems & Assemblies (Understanding)					
B.8. Building Materials and Assemblies (Understanding)					
B.9. Building Service Systems (Understanding)				R	
B.10. Financial Considerations (Understanding)					
REALM C: Integrated Architectural Solutions					
C.1. Research (Understanding)					
C.2. Integrated Evaluations and Decision-Making Design Process (Ability)	☑		T		
C.3. Integrative Design (Ability)	☑		T		

REALM D: Professional Practice					
D.1. Stakeholder Roles in Architecture (Understanding)					
D.2. Project Management (Understanding)					
D.3. Business Practices (Understanding)					
D.4. Legal Responsibilities (Understanding)		☑	**T**		
D.5. Professional Conduct (Understanding)		☑	**T**		

ACCREDITATION/ASSESSMENT CRITERIA TABLE 2: ACCE CRITERIA

This course is structured to assist the student meet the following criteria shown in **Table No. 1** as established by the American Council for Construction Education (*ACCE) Standards and Criteria for Accreditation*. To view the entire list, go to the ACCE website, www.acce-hq.org and view the "Accreditation Procedures."

Course Learning Outcomes	**Competencies (T, R, I)**		
	T Taught	**R** Reinforced	**I** Utilized/ Integrated
1. **General Education (Communications, social sciences and humanities):** The ability to communicate both orally and in writing, and have an understanding of human behavior.		**R**	
2. **Math and Science (Mathematics and Physical Science):** The ability to apply the principles of mathematics, statistics and computer science. The understanding of the behavior of materials, equipment and methods used in construction combined with knowledge of physics, chemistry, geology and environmental sciences.		**R**	
3. **Business and Management:** The knowledge to effectively manage the principle resources of the industry: people and money. Understanding the fundamentals of the free-enterprise system to include accounting, finance, business regulations, contract law, labor law, and marketing.			
4. **Construction Science:** An understanding of the contribution of the design process. The ability to communicate with the design professionals and participation in the planning phase of design-build projects. The ability to solve practical communication problems.	**T**	**R**	
5. **Construction:** Involvement and understanding of both office and field activities to include effective management of personnel, materials, equipment, costs and time. The understanding of the contractor's role as a member of a multi-disciplinary team, the assessment of project risk and alternative construction methods (Traditional Design-Bid-Build, Construction Manager and Design-Build).	**T**		**I**
6. **Other:**			

COURSE OUTLINE: EVENT AND LECTURE SCHEDULE			
This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced in class. All referenced readings are taken from the required text.			
	Registration/Assembly Dates		**Dates exam scores will be posted**
	Key Dates		**Holidays**
	Graduation Applications		**Guest lectures**
	Dates for Exams		**Project Team Workshop**

Week # and Class#	Date	Topics and Assignments
University Events:	**August 28-30, 2019**	**LATE REGISTRATION/ADD-DROP COURSE PERIOD**
	August 26-September 3, 2019	**Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled.**
Week No. 1	**August 27, 2019 [Tuesday]**	**Lecture Segment No. 1: Introductions and the Project Team** ▪ Getting to know the instructor and class members. **The Course Syllabus:** ▪ Class objectives, assignments and grading policies. **Assignments:** ▪ The class will be **divided into teams** consisting of 3 to 5 students functioning as regional offices for the architectural firm "Studio 2019." ▪ Each office **selects a prior design studio project and decides on a proposed city and site location**. ➲ Once approved the team will prepare construction documents to be completed and submitted the final week of classes. ▪ Appoint one team member as **Office Manager**. ➲ ▪ Each student must complete the **Student Information Form,** the **Personal Profile** and **Course Syllabus Statement of Agreement**. Due: Class #4. You must provide a photocopy of your Personal Profile to the Office Manager for your project team. ➲ ▪ Each team prepares an **Executive Summary** about their office team and the project selected. Due: Class #5. *(The Executive Summary format/template will be sent to the Office Manager via email.)* ▪ Each office is to begin planning for a "**team social outing**." Submit an Executive Summary reporting on the outing and what the team learned from the meeting. Due: Class #5. ➲ ▪ Each office team will **identify an engineer or consultant** needed for their project and write a **Request for Qualifications (RFQ) letter** seeking a proposal from the selected discipline. Due: Class #6. ➲ *(The RFQ template will be sent to the Office Manager via email.)*

University Events:	**August 29, 2019 [Thursday]**	**Preparing Productive Panthers "P3" Events and 4th Annual Job Fair** 10:00 AM to 2:00 PM; Willie A. Tempton Memorial Center – Grand Ballroom 2nd Floor) Workshops: ▪ Resume Workshop ▪ Elevator Pitch with a Twist ▪ Social Media Burst (Reviewing Social Media) ▪ Professional Headshots ▪ Dress for Success
University Event:	**August 30, 2019 [Friday]**	▪ **STUDENT WEB REGISTRATION ACCESS CLOSED!**
	September 2, 2019 [Monday]	**LABOR DAY (University Closed)**
Week No. 2	**September 3, 2019 [Tuesday]**	**Lecture Segment No. 2: The History, BIM, and the Future of Construction Documents** ▪ The Context for Working Drawings ▪ The Importance and Implications of Building Information Modeling (BIM) on the Industry **Assignments:** ▪ Read article: Your Grandfather's Working Drawings, Texas Architect, 2008.
University Event:	**September 4, 2019 [Wednesday]**	**GENERAL STUDENT ASSEMBLY: All students to attend.**
Week No. 3	**September 10, 2019 [Tuesday]**	**Lecture Segment No. 3: Planning and Production of Drawings** ▪ Production Management and Planning ▪ Importance of Mock-Up Sets and How to Prepare One ▪ Exchanging Data, Collaboration, Project Websites **Assignments:** ▪ Read article: Drawing the Line: Why the Architect's Documents Alone Are Insufficient for Construction, Texas Architect, 2005. ▪ Read: Chapter 1 (pgs. 39-41). ▪ Prepare a **memo or letter to your client on the recommended Project Delivery Method and General Contractor selection process**. Due: Class #6.
University Events:	**September 11, 2019 [Wednesday]**	▪ **CENSUS DATE (12TH CLASS DAY): COURSE RESERVATIONS CANCELLED FOR NON-PAYMENT** ▪ **LAST DAY TO WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD**
	September 11, 2019 [Wednesday]	▪ **LATE DEADLINE FOR GRADUATING UNDERGRADUATES TO SUBMIT APPLICATION FOR TUITION REBATE** ▪ **FALL 2019 GRADUATION LATE APPLICATION DEADLINE. There will be NO exceptions to this Deadline!**
	September 18, 2019 [Wednesday]	**School of Architecture Construction Science Career Fair** 9:00 AM – 3:00 PM held in the Kennedy Architecture Building and Fabrication Center

	September 12, 2019 [Thursday]	**NOTE! WITHDRAWAL FROM COURSE WITH ACADEMIC RECORD (W) BEGINS END ON NOVEMBER 4, 2019.**
Week No. 4	**September 17, 2019 [Tuesday]**	**Lecture Segment No. 4: Elements of Construction Drawings, Sequence, Format and Type of Drawings** ▪ Plans: Site and Floor, Roof and Reflected Ceiling ▪ Requirements for Final Construction Document set. ▪ Format and requirements for Final Project Presentation. **Assignments:** ▪ Read: Chapters 2 (pgs. 48-65), Chapter 3 (pgs. 67-103), and Chapter 6 (pgs. 163-206). ▪ Begin working on CD set concentrating on creating basic plans (site plan and floor plan/s). ▪ Read: Chapter 8 (pgs. 227-257), Chapter 9 (pgs. 259-290), Chapter 10 (pgs. 291-322) and Chapter 14 (pgs. 385-417). ▪ Continue work on CD set concentrating site plan and floor plans. ▪ Begin working on roof plan.
		LATE APPLICATIONS DUE FOR SPRING SEMESTER GRADUATION
University Events:	**September 23, 2019 [Monday]**	**20TH CLASS DAY**
Week No. 5	**September 24, 2019 [Tuesday]**	**Lecture Segment No. 5: Project Phases, Project Teams, and Project Delivery** ▪ Project Phases: SD/DD/CD/BN/CA: Terms you should know! ▪ The Importance and Implications of Construction Documents ▫ General Information: Arrangement, Symbols, etc. ▫ Order and Sequence of Information ▪ The Role of the Owner/Architect/Contractor ▪ The Roles of Engineers and Consultants ▫ Qualifications ▫ Interviews and Hiring Decisions ▫ Contractual Relations ▪ Civil Engineering ▪ Structural Engineering ▪ Mechanical/Electrical/Plumbing Engineering **Assignments:** ▪ **Submit an initial floor plan** at with room names, room numbers, and column grid lines. Due: Class #7 ▪ Room Finishes, Doors and Windows
Week No. 6	**October 1, 2019 [Tuesday]**	**Lecture Segment No. 6: Symbols, Annotations, and Drafting Conventions** ▪ CSI Uniform Drawing System ▪ Drawing Annotations, Abbreviations, Symbols, etc. ▪ Exterior and Interior Elevations ▪ Exterior Envelope Assemblies ▪ Cross-referencing to Elevations and Plans **Assignments:** ▪ Read: Chapters 13 (pgs. 357-383); and 15 (pgs. 419-435). ▪ Read: Architect's Ready To Fix Glaring Error, Dallas Morning

		News, December 5, 2004. ▪ Read: Chapter 12 (pgs. 337-356). ▪ Continue work on CD set developing elevations, building sections and a typical wall section. ▪ Submit a progress print of your **building elevations** with construction notes. Due: Class #10. ↻ ▪ Submit a progress print of your **building section** with construction notes. Due Class #11.
Week No. 7 	**October 8, 2019 [Tuesday]**	**Lecture Segment No. 7: Dimensions, Controls, and Schedules** ▪ From large to small. ▪ Special situations. **Assignments:** ▪ Continue working on CD set concentrating on dimensioning. ▪ Read: Chapter 11 (pgs. 323-336). Identify special dimensional control conditions of your project. Discuss in class how you will solve them. ↻ **Assignments**: ▪ Read: Chapter 16 (pgs. 437-479). ▪ Submit a print of your floor plan/s **identifying all details** you think would be needed for a full CD set. Due: Class #10**.** ↻
Week No. 8 	**October 15, 2019 [Tuesday]**	**ARCH4443 MID-SEMESTER EXAMINATION**
	**October 17-19, 2019**	**MID–SEMESTER EXAMINATION PERIOD**
Week No. 9 	**October 22, 2019 [Tuesday]**	**Lecture Segment No. 9: Contract Conditions and Specifications** ▪ General Conditions and Supplemental Conditions ▪ CSI Specifications Format **Assignment:** ▪ **Identify all CSI sections that your team thinks will be needed for your project**. Submit an Executive Summary with the list for approval. Due: Class #11. ↻ ▪ Submit an **updated floor plan** showing all symbols, dimensions and references for review. Due: Class #13. ↻ ▪ Submit your **site plan and roof plan**. Due: Class #11. ↻ ▪ Read: Speaking of Recommendations, Texas Society of Architects, CHECKSET, August 2002.↻
	**October 22, 2019 [Tuesday]**	**MID-TERM GRADES DUE**
Week No. 10	**October 29, 2019 [Tuesday]**	**Lecture Segment No. 10: Careers and Registration** ▪ Career Opportunities and Prospects ▪ Resume Preparation ▪ Job Interview Techniques.↻ **MID-TERM EXAM GRADES POSTED** Submit **one typical detail** drawn and referenced to your floor plan. Due: Class #11.
University Events:	**October 30, 2019 [Wednesday]**	**NOTE! LAST DAY TO APPLY FOR FALL GRADUATION (CEREMONY PARTICIPATION AND NAME LISTED IN PROGRAM)**
	October 31-	**NOTE! FOR FALL GRADUATIONDEGREE CONFERRAL ONLY(**

	December 3, 2019	**NO CEREMONY PARTICIPATION AND OR NAME LISTED IN PROGRAM)**
	November 1, 2019 [Friday]	**NOTE! WITHDRAW FROM COURSE "WITH RECORD ("W") ENDS**
University Events:	**November 4, 2019 [Monday]**	**60% of the Fall Term is Completed.**
	November 4, 2019 [Monday]	▪ **WITHDRAW FROM COURSE "WITH RECORD ("W") ENDS.**
Week No. 11	**November 5, 2019 [Tuesday]**	**Lecture Segment No. 11: Building Codes and Constraints** ▪ Planning and Zoning ▪ Building and Energy ▪ Handicapped **Assignments**: ▪ Read: Chapter 1 (pgs. 11-22), and Chapter 4 (pgs. 105-134).
Week No. 12	**November 12, 2019 [Tuesday]**	**Lecture Segment No. 12: Construction Administration** ▪ Logistics and Construction Schedules ▪ Shop Drawings and Submittals **Assignments:**
University Events:	**November 11-15, 2019**	**NOTE! PRIORITY REGISTRATION BEGINS FOR SPRING 2020 SEMESTER.**
	November 15, 2019 [Friday]	**NOTE! SPRING 2019 GRADUATION APPLICATION DEADLINE. To be confirmed!!!**
Week No. 13	**November 19, 2019 [Tuesday]**	**Lecture Segment #13: The Future of the Profession** ▪ Errors and Omissions/Insurance ▪ Continuing Education ▪ Overseas Practices **Assignments**: ▪ Read: "Practice Matters: Doing business in China: A primer for the daring, shrewd, and determined," Architectural Record, March 2004.
Week No. 14	**November 26, 2019 [Tuesday]**	**PROJECT PRESENTATIONS**
	November 28-29, 2019 [Thursday-Friday]	**THANKSGIVING HOLIDAY (UNIVERSITY CLOSED)**
University Events:	**December. 2-3, 2019**	**Course Review Days. Last day of class for Fall Semester 2018 is DECEMBER 4th!**
	December 3, 2019 [Tuesday]	**Last Day to Withdraw from the University (ALL courses)**
Week No. 15	**December 3, 2019 [Tuesday]**	**CLASS REVIEW DAY/FINAL DAY OF CLASS FOR FALL SEMESTER:** Classes **must** convene and instructors will prepare students for Final Exams. **ALL STUDENTS MUST BE PRESENT!**

University Events:	**December 3, 2019 [Tuesday]**	**Final Day to Apply for Degree Conferral Only for Fall 2019 Graduation** (No Ceremony Participation or Name Listed in the Program)
	**December 4-10, 2019 [Wednesday-Tuesday]**	**FINAL EXAMINATION PERIOD** **FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM ON DECEMBER 12TH!!!!**
	**December 10, 2019 [Tuesday]**	**FINAL EXAMINATION**
	**December 14, 2019 [Saturday]**	**COMMENCEMENT**
	**December 17, 2019 [Tuesday]**	**FINAL GRADES DUE FOR ALL STUDENTS**

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.

STATEMENT OF AGREEMENT

I have read the Course Syllabus for **ARCH 4443** for the Fall Semester 2019, including the Class Lecture and Event Schedule, and agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meeting the course objectives and succeeding in this educational endeavor.

_____
Signature-Student

_____ _____ _____
Student name (Please print neatly) Student ID # Date

_____
Signature-Instructor

_____ _____
Instructors name Date

RETURN THIS PAGE FROM THE SYLLABUS TO THE INSTRUCTOR TO COMPLETE YOUR ENROLLMENT IN THIS COURSE.

🗁 **RECEIVED WITH STUDENT'S SIGNATURE: _____**

☑ **ENTERED INTO GRADE BOOK**: _____