

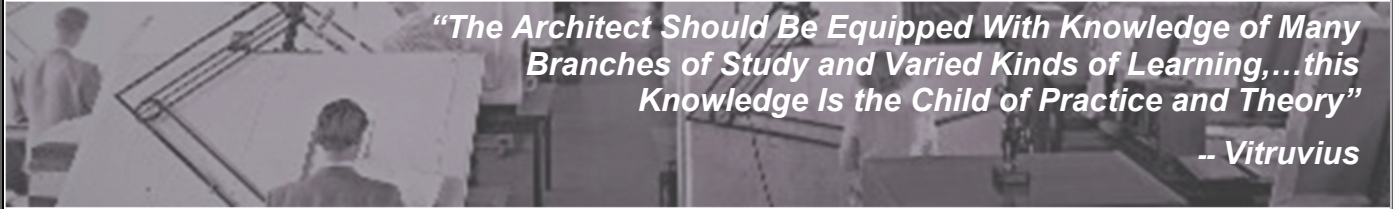


Course Title: **Professional Practice**

Course Prefix: **ARCH**

Course No.: **4359**

Section No.: **P01**



**School of
Architecture**

- Department: Architecture
 Construction Science
 Art
 Digital Media Art
 Community Development

Class Meeting Days & Times: Tuesdays; 6:30 PM - 9:20 PM

Catalog Description: Overview of the ethical, legal, and administrative responsibilities of the architect. The study of the relationships between the architect, the client, and the contractor involved in comprehensive architectural services and emerging techniques of practice. (3-0) Credit 3 semester hours.

Prerequisites: None

Co-requisites: None

Mode of Instruction: Face-to-face On-line Hybrid

Instructor: Daniel W. Bankhead, AIA, NOMA
Adjunct Instructor

Office Location: School of Architecture, Prairie View A&M University, Room 231

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Email Address: dwbankhead@pvamu.edu (University) or dbankhea@houstonisd.org (Houston Office).

U.S. Postal Service Address: Prairie View A&M University
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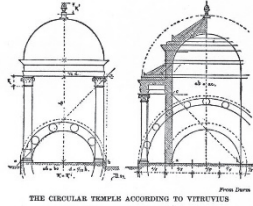
Office Hours: Wednesday, 5:30 PM - 6:30 PM. Other Hours by Appointment. Students are advised to make appointments with the instructor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bringing all applicable materials and information to the meeting.

Virtual Office Hours: To be determined during the semester

Required Text: **The Architecture Student’s Handbook of Professional Practice**, 15th Edition, John Wiley and Sons, American Institute of Architects, July 2019

Recommended Text/Readings: **Professional Practice 101: A Compendium of Business and Management Strategies in Architecture**, 3rd Edition, Routledge, Andy Pressman, May 2021

Course Goals and Overview:



The professional practice of architecture in the 21st century is a challenging prospect for even the most skilled design professional. The successful architect must be familiar with and understand the ethical, legal, and management issues related to the practice of architecture.

Arch 4359 will introduce architectural student to business and practice management, project delivery methods, marketing, project finance, and legal and regulatory issues encountered in the numerous forms of architectural practice. The course, which will combine lectures, discussions, case studies, and hands-on practice exercises, will expose students to the concepts and techniques that will aid their transition from design studio to professional office.

The class lectures, reading materials, and assignments are each intended as different learning opportunities. Students are responsible for all reading material, regardless of coverage in class. In fact, we will rarely discuss all of the reading material directly in class. Generally, the reading material will be used to provide the basis for a class discussion, exams and grades. All readings outside of the text will be distributed in class with the lecture notes and are due to be completed prior to the next class period.

The course format is centered on lectures and discussions covering basic reading materials. Each student is 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 students will:

4359.1	Understand of business principles and guidelines that impact firm growth, profits, efficiency, and general viability.
4359.2	Understand marketing practices and business development procedures.
4359.3	Understand the legal issues and regulatory issues impacting the design process
4359.4	Understand the organizational structure and operations of an architectural firm.
4359.5	Understand the procedures for licensure in architecture .
4359.6	Understand financial management concepts related to the practice of architecture.
4359.7	Prepare for future job opportunities after graduation.


Course Requirements & Evaluation Methods

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
- **Class Attendance/Participation:** Daily attendance and participation in class discussions

PERFORMANCE MEASURES	POINTS	%	COMMENTS
Class Participation	3,200	21%	
Attendance	3,200	21%	
Class Assignments/Projects	2,100	14%	
Progress Quizzes	900	6%	
Mid-Term Examination	2,000	13%	

Final Examination	3,600	24%
MAXIMUM POINTS AVAILABLE	15,000	100%
<p>Grading Matrix</p> <p>A – 90 to 100 Points (high pass) exceptional performance; strongly exceeding the requirements of the course problem, showing strong academic initiative and independent resourcefulness.</p> <p>B – 80 to 89 Points (pass) performance above the norm; accurate and complete; beyond the minimum requirements of the course problem; work demonstrates marked progress and initiative.</p> <p>C – 70 to 79 Points (pass) satisfactory work that adequately meets minimum requirements and demonstrates satisfactory comprehension, communication skills, and effort; demonstrates little initiative to investigate the problem without substantial prodding of the instructor; work shows little improvement.</p> <p>D – 60 to 69 Points (low pass) unsatisfactorily meets minimum requirements; demonstrates minimum comprehension of the course problem, communication skills, and effort at an inferior level; initiative lacking; improvement not noticeable.</p> <p>F – 59 Points and below (fail) does not meet minimum requirements; fails to adequately demonstrate comprehension of the course problem, communication skills, and effort requiring repeating the course.</p> <p>If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed non-attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade</p>		
Grade Grubbing:	<p>‘Grade grubbing’ is a new term that has come about due to students bothering, harassing, or pestering their instructors over grades when the fault for performance lies with the student. This sort of behavior has no place in this institution of higher learning. Forcing instructors to compromise their ethics with threatening requests or any requests to inflate grades is an unfair responsibility placed on the instructor and a poor reflection on the student. This behavior is rude, offensive and wastes the instructor’s time.</p> <p>Examples:</p> <ul style="list-style-type: none"> • “Rounding up my grade will help my GPA.” • “I need a passing grade to keep my scholarship.” • “I need a passing grade to get off of academic probation/suspension.” • “Can you give me a few points to get a higher grade?” • “I understand that you don’t accept late work, but I did the assignment or my part of the group project, can you please make an exception?” • “I know you do not offer extra credit, but can I write an essay to bring up my grade?” • “I misunderstood the instructions. Can I still turn in my assignment late?” • “I was wondering if there is anything I can do to bring up my grade, I am so close to an A.” • “I need a passing grade to graduate/get into graduate school.” • “My grade should be rounded up because I worked hard, came to every class, and never missed assignments.” • “If I do not get a passing grade, I will be in trouble with my parents.” <p>Wearing down the instructor by arguing, begging, and pleading to possess academic expectations without taking personal responsibility is harassment, disrespectful, and inappropriate and will be reported to the Office of Student Conduct.</p>	
<p>Course Procedures:</p>		

<p>CANVAS</p>	<p>CANVAS 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.</p> <p> [NOTE: If there are any special instructions relating to assignment submissions, formatting, or other course policies, they should be included here.</p>
<p>Class Attendance Policy (See Catalog for Full Attendance Policy)</p>	<p>Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.</p> <p>Participation and absences are accumulated beginning with the first day of class on January 17, 2024. 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.</p> <p>*Attendance Reporting Period: January 16 - 24 (Show (SH) / No Show (NS)). Students who do not attend classes during this period by January 24, will be marked as a no show (NS) in Panthertracks, have the course removed, and financial aid reduced or cancelled!</p> <p>If you are not able to attend class during the Attendance Reporting Period, you must contact your professor immediately with an explanation via email before noon on January 24.</p>
<p>Makeup Work for Legitimate Absences</p>	<p>Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.</p> <p>Excused absences are in one of the following classifications:</p> <ol style="list-style-type: none"> 1. Participation in an activity appearing on the University authorized activity list from the athletics coach, band director, organization advisors, etc. 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. <p>If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record to the Dean of Students/Office of Student Conduct using the <i>Request for a University Excused Absence form</i>. See Absence Verification Process in the syllabus.</p> <p>The excuse(s) will be accepted after your professor receives the authorized university excuse letter. There will be NO exceptions to this rule. Email documents from students will not be accepted to clear these absences.</p>

	<p>In accepting your decision to miss class, you must also be willing to accept the instructor's decision not to award you involvement points for the class or classes that are missed.</p> <p>Do not wait until the last minute to complete your assigned tasks. Sending requests for assistance at the last minute will not guarantee a quick response from the instructor.</p> <p>All work must be turned in before or on the due dates noted in the syllabi and/or documents issued by the instructor.</p> <p>Extensions/makeups will only be granted with proof of officially documented emergencies. You must provide documentation within the week the assigned tasks are due. It is your responsibility to make sure that you can access CANVAS and all digital requirements. Extensions will not be granted due to procrastination, forgetfulness, not following directions, or not purchasing access to required programs/software.</p> <p>If you are having trouble with CANVAS, contact CIITS at 936-261-3283 or send an email to ciits@pvamu.edu or submit a trouble ticket to CIITS Troubleshooting. Any issues with (*add name of your required programs/software), call (800) 123-4567 (request an email confirmation with your case number if you make a phone call).</p> <p>Always provide documentation with a timestamp to the instructor as proof of the technical issues with your account when the assigned tasks were available.</p>
<p>Absence Verification Process</p>	<p>All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the Online Reporting Forms to access/complete/submit the <i>Request for a University Excused Absence</i> form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524</p> <p>Requests for a university excused absence after the last day of classes will be denied.</p>
<p>Personal Conduct</p>	<p>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:</p> <ol style="list-style-type: none"> 1. During regular class periods <u>all students are expected to dress appropriately</u> in accordance with university regulations so that no disruptions in the learning experience will occur. 2. <u>No hats or caps will be allowed to be worn in the classroom during class sessions.</u> 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. <u>Dress Code for Presentations:</u> 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. Students should <u>not be eating food or consuming drinks</u> during the discussion sessions. No food or drink is allowed in the classroom at any time.

	<p>5. <u>Cellular telephones are to be turned off or put on silent ring tone</u> 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.</p> <p>6. <u>Laptops must emit no noise.</u> 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.</p> <p>7. <u>Harassment</u> of your fellow students of any kind will not be tolerated.</p>
Conduct of the Class	<p>Please note the following rules for the conduct of the class:</p> <ol style="list-style-type: none"> 1. <u>Class will begin at the appointed time.</u> 2. <u>Class is dismissed when so indicated by the instructor.</u> Students are expected to be on time and stay throughout the entire class period. Leaving the classroom presentation or discussion board before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class. 3. <u>Lecture Notes and Handouts</u> will be posted on Canvas or 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 from another student or source.
Formatting Documents:	<p>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.</p>
Exam Policy:	<p>Exams and quizzes will be announced online via Canvas as scheduled. Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).</p>
University Rules and Procedures:	
Disability Statement (See Student Handbook):	<p>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.</p> <p>Accommodation letters are accepted only through the university’s Office of Disability Services Accommodate Portal. It is the responsibility of the student to make sure that the instructor receives and acknowledges accommodation letters.</p>
Academic Misconduct:	<p>Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student’s performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.</p> <p>You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the <i>University Administrative Guidelines on Academic Integrity</i>, which can be found on the <u>Academic Integrity webpage</u>. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the <i>University Administrative Guidelines on Academic Integrity</i>, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).</p>

<p>Forms of Academic Dishonesty:</p>	<ol style="list-style-type: none"> 1. <u>Cheating</u>: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher; 2. <u>Plagiarism</u>: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks; 3. <u>Collusion</u>: When more than one student or person contributes to a piece of work that is submitted as the work of an individual; 4. <u>Conspiracy</u>: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and 5. <u>Multiple Submission</u>: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.
<p>Nonacademic Misconduct:</p>	<p>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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.</p>
<p>PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom</p>	<p>Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the <u>University's Administrative Guidelines on Academic Integrity</u> and its underlying academic values.</p>
<p>Protections and Accommodations for Pregnant and Parenting Students</p>	<p>The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.</p>
<p>Non-Discrimination Statement</p>	<p>Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or</p>

	<p>gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.</p>
<p>Student Academic Appeals Process</p>	<p>Authority and responsibility for assigning grades to students rest 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 University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.</p> <p>If the recorded grades were entered mistakenly, the student must address the error to the instructor to correct the error.</p> <p>If the student believes that the faculty's grading was inappropriate in view of the standards and procedures outlined in the syllabus, the student must follow protocol by doing the following:</p> <ol style="list-style-type: none"> 1. Fill out the <i>Student-Informal Grade Appeal Form</i> with supporting documentation and submit to the Faculty Member and Department Chair/Head to initiate the informal appeal process. 2. If the student does not accept the results of the Faculty Member Informal Grade Appeal Response from the instructor, the student must fill out the Student Formal Grade Appeal Form and submit with documentation to the School of Architecture Grade Appeals Committee appointed by the Dean. 3. If the student does not accept the results of the School of Architecture Grade Appeals Committee, the forms and documentations will be forwarded to the School of Architecture Associate Dean. 4. If the student does not accept the results of the Associate Dean, the forms and documentation will be forwarded to the School of Architecture Dean. 5. If the student does not accept the results of the School of Architecture Dean, student must fill out a Grade Appeal to the university.
<p>Student Support and Success:</p>	
<p>John B. Coleman Library</p>	<p>The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500.</p>
<p>Academic Advising Services</p>	<p>Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are</p>

	available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising . Phone: 936-261-5911
The University Tutoring Center	The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu ; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/
Writing Center	The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/ ; Grammarly Registration: https://www.grammarly.com/enterprise/signup
Panther Navigate	Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; Panther Navigate Website
Student Counseling Services	The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2 nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/
Office of Testing Services	The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the OTS – Proctoring Service website .

	Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu ; Testing Website
Office of Diagnostic Testing and Disability Services	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/
Center for Instructional Innovation and Technology Services (CIITS)	Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit CIITS Student Website . Phone: 936-261-3283 or email: ciits@pvamu.edu .
Veteran Affairs	Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/
Office for Student Engagement	The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/
Center for Careers & Professional Development	This center supports students through professional development, career readiness, and placement and employment assistance. The center provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Center for Careers & Professional Development Website
COVID-19 Campus Safety Measures	In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice. <ul style="list-style-type: none"> • Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus. • Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness. • There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence. • Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.

	<ul style="list-style-type: none"> • All students will have access to TimelyCare, a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu. • Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY. • Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.
Technical Considerations for Online and Web-Assist Courses:	
Technical Considerations	<p>Minimum Recommended Hardware and Software:</p> <ul style="list-style-type: none"> • Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina • Smartphone or iPad/tablet with wi-fi* • High-speed internet access • 8 GB memory • Hard drive with 320 GB storage space • 15" monitor, 1024 x 768, color • Speakers (internal or external) • Microphone and recording software • Keyboard & mouse • Most current version of Google Chrome, Safari, or Firefox <p>Note: Be sure to enable Java & pop-ups in the web browser preferences</p> <p>* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.</p> <p>Participants should have a basic proficiency of the following computer skills:</p> <ul style="list-style-type: none"> • Sending and receiving email • A working knowledge of the Internet • Microsoft Word (or a program convertible to Word) • Acrobat PDF Reader • Windows or Mac OS • Video conferencing software (Zoom)
Netiquette (online etiquette):	<p>Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive..</p>
Video Conferencing Etiquette	<p>When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.</p> <p>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.</p>

	<p>During the second week of class each student will be required to acknowledge by replying to a Posting stating that you have reviewed and understand the following Online Netiquette Policy for the course.</p> <ol style="list-style-type: none"> 1. Discussion/Zoom / Webcam Behavior When in a Zoom meeting or utilizing your webcam, be sure to act and dress as professionally as you can. You should look the same as you would if we were meeting face-to-face in the instructor’s office or in class. You should be sitting up in a chair and not laying down. Consider how you might look if you were going to be interviewed for a job via Zoom. If you feel as though your behavior or appearance would reflect negatively on you during that situation you are advised against it. You should also try to keep your physical environment where you are working on the class to be as quiet as possible. If there is a television or loud music playing in the background try to limit it, as it can inhibit your ability to be easily heard and understood. <ul style="list-style-type: none"> <input type="checkbox"/> Be properly dressed- hair bonnets, caps, pajamas, etc., will not be acceptable when attending class and participating in the discussions.. <input type="checkbox"/> Be punctual <input type="checkbox"/> Be kind to each other <input type="checkbox"/> Please mute microphones when lecture is in session <input type="checkbox"/> Have fun! 2. When posting discussions or e-mailing one another, please be respectful of what you write. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. Disrespectful students are subject to discipline or dismissal from the online learning platform for this course. All activities in the classroom will follow standards set in the Student Handbook 3. When creating/posting images do NOT use graphics that have sexual, political or religious implications. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately. 4. Address your peer or instructor with their names for each post or email 5. Do not use ALL CAPS for postings or unnecessary exclamation marks, and not use text messaging-style for official assignment postings & email to the instructor. Caps where appropriate, example proper nouns and at the beginning of each sentence. 6. When posting critiques, try to be positive with your remarks, at the same time well-seasoned with ideas and comments how your peers can improve their work. 7. This course requires that you give support and feedback to your classmate’s works. If you see that someone does not have any comments made, please review your classmate’s works by posting feedback. 8. Aim at getting your discussion assignments & projects in early. (The instructor permits revisions for better grades, most important personal enrichment and improvement if assignment is posted before the due date.) Late assignments or discussions can slow the class down and will not benefit you as the learner. 9. Include references with your answers when it is cited from. Do not violate copyright laws. 10. Respect examples of Students Works posted online. They are posted as a guide.
<p>Communication Expectations and Standards</p>	<p>Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.</p>
<p>Technical Support:</p>	<p>Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.</p>













<p>Submission of Assignments-On Line:</p>	<p>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.</p> <p>ASSIGNMENTS are due at the start of the class session. No late work will be accepted without proper documentation.</p> <p>All DISCUSSION FORUMS have two due dates. The first one is the deadline to post your substantive post (without losing credit), and the second one is to finish up with your responses. This is designed to allow ample time after everyone has answered the question for class discussion. Be sure to check the due dates on the assignment and schedule documents for each module.</p> <p>Last-minute posts that do not provide time for other students to respond will not be counted as ‘substantial’ replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the discussion. If you have questions about this, don’t hesitate to post in the class FAQ forum.</p>
<p>Grade and Evaluation</p>	<p>Grades for assignments, submissions and exams will be posted within ten (10) business days from the due date. You will be notified if those circumstances change. Responses will usually provide a grade and written feedback as well.</p> <p>Emails will be responded via email within 24 hours Monday-Friday before 5:00 PM. There will not be a response to emails asking about the class discussion (check your weekly schedule).</p> <p>Please send all correspondences to the instructor’s Canvas' portal. Do not send any course materials, assignments, questions or any email(s) to the instructor’s PV’s webmail Outlook account. This method will allow the instructor to track you and all correspondences to better serve your needs in a timely manner.</p>




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 and obtain guidance, go to the NAAB website, www.naab.org and access “NAAB 2020 Conditions for Accreditation.”					
Performance Criteria.	Skill <input checked="" type="checkbox"/>	Understanding <input checked="" type="checkbox"/>	Course Learning Outcomes Competencies (T, R, I)		
			T Taught	R Reinforced	I Utilized/ Integrated
STUDENT CRITERIA 1: Health, Safety and Welfare in the Built Environment (Understanding Level)					
		<input checked="" type="checkbox"/>	T	R	
STUDENT CRITERIA 2: Professional Practice (Understanding Level)					
		<input checked="" type="checkbox"/>	T		
STUDENT CRITERIA 3: Regulatory Context (Understanding Level)					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T		I
STUDENT CRITERIA 4: Technical Knowledge (Understanding Level)					





	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T		I
STUDENT CRITERIA 5: Design Synthesis (Skill Level)					
STUDENT CRITERIA 6: Building Integration (Skill Level)					
		<input checked="" type="checkbox"/>		R	I






ACCREDITATION/ASSESSMENT CRITERIA TABLE 2: ACCE CRITERIA				
This course is structured to assist the student meet the following criteria shown in Table No. 2 as established by the American Council for Construction Education (ACCE) <i>Standards and Criteria for Accreditation</i> . 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)			ACCE
	T Taught	R Reinforced	I Utilized/ Integrated	A Assessed
1. Create written communications appropriate to the construction discipline.		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2. Create oral presentations appropriate to the construction discipline			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Create a construction project safety plan				
4. Create construction project cost estimates				
5. Create construction project schedules	<input checked="" type="checkbox"/>			
6. Analyze professional decisions based on ethical principles .		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Analyze construction documents for planning and management of construction processes.				
8. Analyze methods, materials, and equipment used to construct projects.				
9. Apply construction management skills as a member of a multidisciplinary team .		<input checked="" type="checkbox"/>		
10. Apply electronic-based technology to manage the construction process.				
11. Apply basic surveying techniques for construction layout and control.				
12. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
13. Understand construction risk management .				
14. Understand construction accounting and cost control				
15. Understand construction quality assurance and control .				
16. Understand construction project control processes.		<input checked="" type="checkbox"/>		
17. Understand the legal implications of contract, common, and regulatory law to manage a construction project.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
18. Understand the basic principles of sustainable construction .				
19. Understand the basic principles of structural behavior .				
20. Understand the basic principles of mechanical, electrical and piping systems.				





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
	Proctored Exams		Class Sessions using ZOOM or teleconference technology
	Lecture Completed		Lecture Notes, Assignments, or Articles posted to CANVAS







16 WEEK CALENDAR		
University Events: 	January 15, 2024 [Monday]	 MARTIN LUTHER KING DAY (University Closed)
	January 16, 2024 [Tuesday]	First Class Day
	January 16, 2024 [Tuesday]	TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM
	January 16-23, 2024 [Tuesday-Tuesday]	Late Registration/Late Registration Fee Begins (\$50.00)
	January 16-25, 2024 [Tuesday-Thursday]	 ATTENDANCE REPORTING PERIOD (ND/SH). Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled!
Week One: January 17, 2024 [Wednesday]	Module 1: Course Introduction and Overview of the Profession Topic: "The Profession Defined" Face-to-Face Assignment/Activity: <ul style="list-style-type: none"> Face-to-Face Lecture with full class discussion Online Assignments/Activities: <ul style="list-style-type: none"> Reading, Reference: Chapter 1.1, "Architecture as a Profession", <i>The Architecture Student's Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 2-6. Chapter 1.11, "Serving Your Community and Participation in Professional Development Organizations", <i>The Architecture Student's Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 81-82. Chapter 1.12, "Participating in Professional Organizations", <i>The Architecture Student's Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 82-89. Thomas Fisher, "Can This Profession Be Saved?" <i>Progressive Architecture</i>, February 1994, pp. 44-49, 84. 	
Week Two:	Module 1: The Context and Future of Architecture	









<p>January 24, 2024 [Wednesday]</p>	<p>Topic: “Evolution of a Profession and the Cultural, Political, and Economic Influences on that Profession”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion <p>Online Assignments/Activities:</p> <ul style="list-style-type: none"> • Reading, Reference: Chapter 1.2 Demographics of Practice: 2012 AIA Firm Survey, <i>The Architecture Student’s Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 6-21 • Chapter 4.8, Technology in Practice Overview, <i>The Architecture Student’s Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 247-251 • "Current and Emerging Trends Reshaping the Design Professions." <i>DesignIntelligence</i>. January 2006, Vol. 12, No., Greenway Communications, Atlanta, GA. <p>Assignment: Read Whitney M. Young’s 1968 Speech to the American Institute of Architects (AIA) Annual Convention and prepare a 500- to 750-word report on the key points of his speech, his challenge(s) to the AIA, and the changes in our profession (if any) that have occurred as a result of that challenge(s). Report due on February 7, 2024</p> <p>Assignment: Participate in Online Discussion on CANVAS. Each student must make one (1) comment on “Emerging Architectural Design Trends” article on the AIA Ohio website and post at least two (2) replies to other students’ comments. Comments and replies due by January 26, 2024.</p>	
<p>University Events: </p>	<p>January 30, 2024 [Tuesday]</p>	<p>Financial Aid Refunds Begin</p>
<p>Week Three: January 31, 2024 [Wednesday]</p>	<p>Module 2: Ethics of Architecture and Professional Judgment</p> <p>Topic: “Ethics and the Practice of Architecture”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion • Mock National Ethics Council Hearings—Presentation and deliberation of 3 Ethics case studies <p>Online Assignment/Activity:</p> <ul style="list-style-type: none"> • Reading, Reference: 2017 Code of Ethics and Professional Conduct, AIA, http://www.aia.org/institute/code.asp • Chapter 2.3, Legal Issues: Architects and the Law, <i>The Architecture Student’s Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 111-122. • Chapter 1.4, Regulation of the Profession, <i>The Architecture Student’s Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 34-43. • Chapter 1.3, Ethics and Professional Conduct, <i>The Architecture Student’s Handbook of Professional Practice</i>, 15th Edition, AIA, pg. 22-34. 	
<p>University Events: </p>	<p>January 31, 2024 [Wednesday]</p>	<p> CENSUS DATE (12TH CLASS DAY)</p> <p> FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]</p>
	<p>February 1, 2024 [Thursday]</p>	<p>WITHDRAWAL FROM COURSES “WITH ACADEMIC RECORD” (W) BEGINS.</p>
















University Events: 	February 6, 2024 [Tuesday]	 DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.
Week Four: February 7, 2024 [Wednesday]	Module 3: Business Development and Finding Work Topic: "Marketing 101" Face-to-Face Assignment/Activity: <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion Online Assignments/Activities: <ul style="list-style-type: none"> • Participate in Video Conference Class Session (Live) • Reading, Reference: Chapter 3.2, Marketing and Business Development, <i>The Architecture Student's Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 137-154 Chapter 3.3, How Clients Select Architects, <i>The Architecture Student's Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 154-165 Kolleeny and Linn, "Marketing: The Unsung Heroine of Successful Architectural Practice", <i>Architectural Record</i>, February 2001, pp. 66-72. Assignment: Collect two (2) requests for qualifications, advertisements for architectural services, or other possible leads for a new project. Submit electronic copies on CANVAS e-Course website by February 14, 2024.	
University Events: 	February 12, 2024 [Monday]	 CENSUS DATE (20th CLASS DAY)
Week Five: February 14, 2024 [Wednesday]	Module 4: Marketing, Clients, and Presentations Topic: "Winning the Project" Face-to-Face Assignment/Activity: <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion • Conduct practice presentations (3 minutes for ea. student) on subject of student's choice, with peer review and critique. Online Assignment/Activity: <ul style="list-style-type: none"> • Reading, Reference: Chapter 1.8, Developing Communication Skills, <i>The Architecture Student's Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 61-71. Chapter 3.3, How Clients Select Architects, <i>The Architecture Student's Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 154-165 Chapter 3.4, Qualifications, Proposals, and Interviews, <i>The Architecture Student's Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 166-178. 	
University Events: 	February 14, 2024 [Wednesday]	PVAMU Architecture + Construction Science Career Fair 2024 9:00 AM-4:00 PM held in the Kennedy Building
Week Six: February 21, 2024 [Wednesday]	Module 4: Firm Organizational Structure and Operations Topic: "Lesson's from America's Best Managed Firms" Face-to-Face Assignment/Activity: <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion Online Assignment/Activity:	

	<ul style="list-style-type: none"> • Participate in Video Conference Class Session (Live) • Reading, Reference: Kolleeny and Linn, “Small, Medium, and Large: Which Size is Ideal for the Future?”, <i>Architectural Record</i>, August 2002, pp. 96-100. Chapter 2.1, Developing a Practice, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 76-87 Chapter 2.2, Firm Legal Structure, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 102-110 Chapter 3.1, Firm Identity, Image, and Expertise, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 135-137 Chapter 4.5, Building a Quality Design Practice, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 214-221 Assignment: Conduct E-mentor interviews using questionnaire and prepare 750- to 1,000-word report/presentation. Report/presentation due on March 20, 2024. 	
<p>Week Seven: February 28, 2024 [Wednesday]</p>	<p>Module 5: Financial Operations, Fees, and Profit Planning</p> <p>Topic: “Keeping the Lights On: Financial Management Basics and Developing a Profit Plan”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion <p>Online Assignment/Activity:</p> <ul style="list-style-type: none"> • Participate in Video Conference Class Session (Live) • Reading, Reference: Chapter 4.1, Financial Planning, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 185-194. Chapter 4.2, Financial Management Systems, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 194-201. Chapter 4.3, Maintaining Financial Health and Navigating Economic Cycles, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 201-209. Chapter 4.4, Setting Fees and Alternative Fees Types, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition</i>, AIA, pp. 210-214. <p>Assignment: Complete Financial Management Worksheet (“Identifying the Profit Target”) and upload finished work to CANVAS e-Course website. Completed worksheet is due by March 6, 2024.</p>	
<p>Week Eight: March 6, 2024 [Wednesday]</p>	 MID-TERM EXAMINATION	
<p>University Events: </p>	<p>March 7-9, 2024 (Thursday-Saturday)</p>	 Mid-Term Examination Period
<p>Week Nine: Topic March 11-15, 2024</p>	<p>SPRING BREAK!</p>	
	<p>March 13, 2024 [Wednesday]</p>	 MID-TERM EXAM GRADES DUE

<p>Week Ten: March 21, 2024 [Wednesday]</p>	<p>Module 6: Project Delivery Methods</p> <p>Topic: “From Beginning to End: Turning Concept into Reality”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion <p>Online Assignment/Activity:</p> <ul style="list-style-type: none"> • Participate in Video Conference Class Session (Live) • Reading, Reference: Chapter 8.1, Project Delivery Methods, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 423-433. <p>Chapter 8.2, Integrated Project Delivery Overview, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 433-444.</p> <p>Primer on Project Delivery, Joint Publication of AIA and AGC, pp. 3-7, 2004.</p>	
<p>University Events: </p>	<p>March 21, 2024 [Wednesday]</p>	<p>Founders Day/Honors Convocation</p>
<p>University Events: </p>	<p>March 25, 2024 [Monday]</p>	<p>  SPRING 2024 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)</p>
	<p>March 26, 2024 [Tuesday]</p>	<p>  SPRING 2024 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)</p>
<p>Week Eleven: March 27, 2024 [Wednesday]</p>	<p>Module 7: Building Codes and Regulatory Requirements</p> <p>Topic: “Designing within the Rules”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion <p>Online Assignment/Activity:</p> <ul style="list-style-type: none"> • Reading, Reference: Chapter 10.1, Community Planning Controls, ”<i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 504-525. <p>Chapter 10.2, Building Codes and Standards, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 525-540.</p> <p>Assignment: Based on “Backgrounder: The International Building Code” from the 14th Edition of the Handbook (pp. 568-573), prepare a preliminary code analysis/report for your current studio project. A copy of that article has been attached to the assignment on the CANVAS e-Course website. Submit analysis/report on the course website by April 10, 2024.</p>	
<p>University Events: </p>	<p>March 29, 2024 [Friday]</p>	<p> 1 Good Friday (No Classes; subject to approval by the TAMUS Board of Regents)</p>
<p>University Events: </p>	<p>April 2, 2024 [Tuesday]</p>	<p> Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]</p>

<p>Week Twelve: April 3, 2024 [Wednesday]</p>	<p>Module 8: Contracts and the Legal Dimensions of Architecture Topic: “AIA Contract Documents and Practicing within the Law”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture (with Guest Lecturer to be named) with full class discussion <p>Online Assignment/Activity:</p> <ul style="list-style-type: none"> • Reading, Reference: Chapter 10.1, Community Planning Controls, <i>The Architecture Student’s Handbook of Professional Reading</i>, Reference: Chapter 11.1, Agreements with Owners, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 542-552. <p>Chapter 11.3, Project Design Team Agreements, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 568-579.</p> <p>Chapter 11.4, Construction Contracts, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 579-589.</p> <p>Chapter 12.1, The AIA Documents Program, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 590-606.</p>	
	<p>April 6, 2024 [Saturday]</p>	<p> Registration Period for all students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]</p>
<p>Week Thirteen: April 10, 2024 [Wednesday]</p>	<p>Module 9: Project Management and Managing People Topic: “The Effective Project Manager”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> • Face-to-Face Lecture with full class discussion <p>Online Assignment/Activity:</p> <p>Reading, Reference: Chapter 9.1, Managing Architectural Projects, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 452-469.</p> <p>Chapter 9.1, Backgrounder: The Effective Project Manager, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 469-470.</p> <p>Chapter 1.7, Developing Leadership Skills, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 57-60.</p> <p>Chapter 1.8, Developing Communication Skills, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 61-71.</p> <p>Assignment: Complete the exercise described in the Project Scheduling Exercise (“Developing Gantt Chart Schedule for current Studio Project”) on the e-Course website. The completed assignment is due May 3, 2024.</p>	
<p>University Events: </p>	<p>April 12, 2024 [Friday]</p>	<p> SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)</p>
<p>University Events: </p>	<p>April 8, 2024 [Monday]</p>	<p> Priority Registration Period for continuing students for Summer Term 2024 and Fall Semester 2024. [SPECIAL POPULATIONS]</p>
	<p>April 9, 2024 [Tuesday]</p>	<p> Priority Registration Period for continuing students for Summer Term 2024 and Fall Semester 2024. [DOCTORAL, MASTERS AND SENIORS]</p>

	April 10, 2024 [Wednesday]	 Priority Registration Period for continuing students for Summer Term 2024 and Fall Semester 2024. [JUNIORS]
	April 11, 2024 [Thursday]	 Priority Registration Period for continuing students for Summer Term 2024 and Fall Semester 2024. [SOPHOMORES]  SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)
	April 12, 2024 [Friday]	 Priority Registration Period for continuing students for Summer Term 2024 and Fall Semester 2024. [FRESHMEN]
University Events: 	April 12, 2023 [Friday]	 Registration for continuing students begins for Summer Term 2024 and Fall Semester 2024.
	March 29, 2024 [Friday]	 Good Friday (No classes)
Week Fourteen: April 17, 2024 [Wednesday]	<p>Module 10: Architectural Licensure and Careers in Architecture</p> <p>Topic: “The Path to Licensure and Career Opportunities in Architecture and its Allied Fields”</p> <p>Face-to-Face Assignment/Activity:</p> <ul style="list-style-type: none"> Face-to-Face Lecture (Guest Lecturer: AXP Regional Coordinator) with full class discussion <p>Online Assignment/Activity:</p> <ul style="list-style-type: none"> Reading, Reference: Chapter 1.4, Regulation of Professional Practice, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 34-43. Chapter 1.9, Intern Development, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 71-75. Chapter 1.10, The Path to Licensure, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 76-81. Chapter 1.5, Entering the Profession, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 44-46. Chapter 1.6, The Career Paths of an Architect, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 46-56. Chapter 1.7, Developing Leadership Skills, <i>The Architecture Student’s Handbook of Professional Practice, 15th Edition, AIA</i>, pp. 57-60. <p>Assignment (Extra Credit): Complete and submit an application to the National Council of Registration Boards to establish an active NCARB Record and for participation in the Architectural Experience Program (AXP). To receive extra credit, upload a copy of the submittal receipt to the CANVAS e-Course website by April 24, 2024.</p>	
Week Fifteen: April 24, 2024 [Wednesday]	<p> LAST DAY OF CLASS FOR SPRING SEMESTER 2024!</p> <p>CLASS REVIEW DAY/FINAL DAY OF CLASS FOR FALL SEMESTER:</p> <p>Classes must convene and instructors will prepare students for Final Exams. ALL STUDENTS MUST BE PRESENT!</p>	

University Events: 	April 26, 2024 [Friday]	  SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)
University Events: 	April 26, 2024 [Friday]	 LAST DAY OF CLASS FOR SPRING SEMESTER 2024!
	April 26, 2024 [Friday]	 FINAL DAY TO WITHDRAW FROM COURSES OR THE UNIVERSITY WITH ACADEMIC RECORD ("W") FOR SPRING 2024
Week Sixteen		
	April 30-May 8, 2024 [Tuesday- Wednesday]	 FINAL EXAMINATION PERIOD
Week Seventeen: May 1, 2024 [Wednesday]	 FINAL EXAMINATION	
	May 9, 2024 [Thursday]	 FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!
	May 11, 2024 [Saturday]	 COMMENCEMENT
	May 14, 2024 [Tuesday]	 FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!

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 4359-P01 Spring Semester 2024**, 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 #

____/____/2024
Date

Signature-Instructor

Instructors name

____/____/2024
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: _____