



PRAIRIE VIEW
A&M UNIVERSITY



PRAIRIE VIEW A&M UNIVERSITY
SCHOOL OF ARCHITECTURE

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SYLLABUS

Course Title:	Professional Employment: Development of Soft Skills		
Course Prefix:	ARCH	Course No.:	5159
		Section No.:	P01



School of Architecture	Department: Architecture <input checked="" type="checkbox"/> Art <input type="checkbox"/> Digital Media Art <input type="checkbox"/> Community Development <input type="checkbox"/>
Course Location:	Nathelyne Archie Kennedy Building, Room 227
Class Meeting Days & Times:	Tuesdays; 9:30-10:20 AM.
Catalog Description:	"(1-0) Credit 1 semester hour. Graduating senior seminar for Architecture majors to provide an introduction to industry options with an emphasis preparing for success in their career by improving their soft skills."
Prerequisites:	ARCH 4443 Construction Documents.
Co-requisites:	None
Mode of Instruction:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> On-line <input type="checkbox"/> Hybrid
Instructor:	Bruce F. Bockhorn, PhD, AIA. Associate Professor Associate Dean Director-Construction Science Architect Licensing Advisor
Office Location:	School of Architecture, Prairie View A&M University, Room 101A
Office Telephone:	(936) 261-9805
Fax:	(936) 261-9826
Email Address:	bfbockhorn@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:	Monday, Tuesday and Wednesday 1:00-5:00 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. Dr. Bockhorn's Meeting Success Formula= Pen + Paper + Preparation + Punctuality!













COURSE OUTLINE: EVENT AND LECTURE SCHEDULE






ARCH 5159
PRAIRIE VIEW A&M UNIVERSITY







PROFESSIONAL EMPLOYMENT DEVELOPMENT
Issued 01/11/2024








COURSE SYLLABUS
SCHOOL OF ARCHITECTURE

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									
Week One: Topic January 15-19, 2024 	Lecture Segment #1: Welcome and Course Introduction: The Profession of Architecture <ul style="list-style-type: none"> ▪ An overview of the architecture profession and the needs for employees. ▪ NCARB By the Numbers 								
Chapter (s):	Reading, References: <ul style="list-style-type: none"> • Chapter 1.1, "Architecture as a Profession", <i>The Architecture Student's Handbook of Professional Practice</i>, 14th Edition, AIA, pg. 2-6. • Chapter 1.3, "Service Leadership in Architecture Practice", <i>The Architecture Student's Handbook of Professional Practice</i>, 14th Edition, AIA, pg. 19-22. • Chapter 1.4, "Participating in Professional Organizations", <i>The Architecture Student's Handbook of Professional Practice</i>, 14th Edition, AIA, pg. 23-29. • Thomas Fisher, "Can This Profession Be Saved?" <i>Progressive Architecture</i>, February 1994, pp. 44-49, 84 								
Assignment (s):	Pre-Course Assignments: <ul style="list-style-type: none"> ▪ Prepare/Update your Resume and list of References (Both of these documents will be formal assignments in later class sessions.) ▪ Prepare/Update your Professional Portfolio (This will be an assignment in a later class session.) Course Assignment #1: Talents and Goals (Personal and Professional) Weekly Reading and References: <ul style="list-style-type: none"> ▪ Read lecture notes on Texas Architecture Registration. ▪ Fill out and submit Student Information Form for the course. 								
University Events: 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">January 15, 2024 [Monday]</td> <td style="text-align: center;"> MARTIN LUTHER KING DAY (University Closed)</td> </tr> <tr> <td style="text-align: center;">January 16, 2024 [Tuesday]</td> <td style="text-align: center;">First Class Day Tuition & Fees Payment Due Date</td> </tr> <tr> <td style="text-align: center;">January 16, 2024 [Tuesday]</td> <td style="text-align: center;">TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM</td> </tr> <tr> <td style="text-align: center;">January 16-23, 2024 [Tuesday-Tuesday]</td> <td style="text-align: center;">Late Registration/Late Registration Fee Begins (\$50.00)</td> </tr> </table>	January 15, 2024 [Monday]	 MARTIN LUTHER KING DAY (University Closed)	January 16, 2024 [Tuesday]	First Class Day Tuition & Fees Payment Due Date	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)
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	January 17-26, 2023 [Tuesday-Wednesday]	 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 Two: Topic January 22-26, 2024	Lecture Segment #2: Career Directions and Projections: Career Paths Career Employment Opportunities in Architecture  Lecture Segment #3: Career Directions and Projections: Architecture Licensure and Registration <ul style="list-style-type: none"> o Destination Architect Licensure = Education + Experience + Exam	
Chapter (s):	Weekly Reading/References:	
Assignment (s):	Course Assignment #2: Career Fairs/Introduction/Interviews <ul style="list-style-type: none"> ▪ Prepare your 'elevator speech' and prepare for the ARCH + CONS Career Fair 2024. 	
University Events: 		
Week Three: Topic January 29-February 2, 2024	Lecture Segment #4: Career Directions and Projections: Resumes and References <ul style="list-style-type: none"> o Supplement 4A: Resume Template and Tips o Supplement 4B: 10 Tips for Writing Resumes (Balfour Beatty Construction) o Supplement 4C: References Template and Tips o Supplement 4D: Specialized Questions-Background screening company o Supplement 4E: Article: <u>Etiquette If You Please</u> o Supplement 4F: Portfolio Lecture Segment #5: Career Directions and Projections: Cover Letters and Communications <ul style="list-style-type: none"> o Supplement 5A: Cover Letters and Checklist o Supplement 5B: Communication Skills 	
Chapter (s):		
Assignment (s):	Course Assignment #3: Cover Letter Course Assignment #4: Interviews: How Would You Answer These Questions?	
University Events: 	January 30, 2024 [Wednesday]	Financial Aid Refunds Begin
	January 31, 2024 [Wednesday]	 CENSUS DATE (12 TH CLASS DAY)  FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]
	February 1, 2024 [Thursday]	WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.
Week Four: Topic February 5-9, 2024	Lecture Segment #6: Career Directions and Projections: Career Fairs <ul style="list-style-type: none"> o Supplement 6A: Career Fairs: Preparation and Success Lecture Segment #7: Career Directions and Projections: Introductions & Sales Pitch/Interviews and Responses/Follow-up <ul style="list-style-type: none"> o Supplement 7A: Sales Pitch and Sample Interview Questions 	
Chapter (s):		
Assignment (s):	Course Assignment #5: Personal Action Planner	

	Read articles/documents related to the lecture.	
University Events: 	February 6, 2024 [Tuesday]	 DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.
Week Five: Topic February 12-16, 2024	Lecture Segment #8: Employment: Job Offers	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> ▪ Review your wardrobe; what changes do you need to make? ▪ Prepare a personal budget and financial plan using templates. 	
University Events: 	February 12, 2024 [Monday]	 CENSUS DATE (20 th CLASS DAY)
	February 14, 2024 [Wednesday]	PVAMU Architecture + Construction Science Career Fair 2024 9:00 AM- 4:00 PM held in the Kennedy Architecture Building
Week Six: Topic February 19-23, 2024	Lecture Segment #9: Employment: Salary and Benefits	
	<ul style="list-style-type: none"> ○ Supplement 9A: Salary and Benefits ○ Supplement 9B: A Current Example (Construction) ○ Supplement 9C: A Current Example (Architecture) ○ Supplement 9D: Evaluating Your Job Offers ○ Supplement 9E: Evaluating Your Job Offers Accepting or Declining 	
Chapter (s):		
Assignment (s):		
University Events: 		
Week Seven: Topic February 26-March 1, 2024	Lecture Segment #10: Employment: Office and City Evaluations	
	<ul style="list-style-type: none"> ○ Supplement 10A: Types of Architecture Firms ○ Supplement 10B: Architecture Firm Values ○ Supplement 10C: Checklist for Researching Architecture Firms ○ Supplement 10D: Architecture City Selection: Titled: Finding the Right City Selection 	
	Reflections on the SOA ARCH Career Fair.	
Chapter (s):		
Assignment (s):	<p>Course Assignment #6: Location, Location, Location: Is this the right city for you?</p> <p>Course Assignment #7: Initial Salary and Benefits?</p> <p>Read articles/documents related to the lecture.</p> <p>Appendix A: Resources for Intern Architects, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i>, AIA, pp. 655-656.</p> <p>Kolleeny and Linn, "Small, Medium, and Large: Which Size is Ideal for the Future?", <i>Architectural Record</i>, August 2002, pp. 96-100.</p> <p>Chapter 4.3, Firm Identity and Expertise, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i>, AIA, pp. 97-109</p> <p>Chapter 4.2, Firm Legal Structure, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i>, AIA, pp. 87-97</p> <p>Chapter 4.1, Starting an Architecture Firm, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i>, AIA, pp. 76-87</p> <p>Gordan and Stubbs, "Organizing for Design Quality", <i>Architecture</i>, February 1989, pp. 87-93.</p>	
University Events: 		
Week Eight: Topic March 4-8, 2024	Lecture Segment #11: Personal Budget: Income and Expenses/Savings	
	<ul style="list-style-type: none"> ○ Supplement 11A: Professional Presence Action Planner 	

	<ul style="list-style-type: none"> ○ Supplement 11B: Personal Budget ○ Supplement 11C: Assembling a Professional Wardrobe 						
Chapter (s):							
Assignment (s):	Course Assignment #8: Personal Budget						
University Events:	<table border="1"> <tr> <td>March 7-9, 2024 [Thursday-Saturday]</td> <td> Mid-Term Exams</td> </tr> </table>	March 7-9, 2024 [Thursday-Saturday]	Mid-Term Exams				
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Week Nine: Topic March 11-15, 2024	SPRING BREAK!						
Chapter (s):							
Assignment (s):							
University Events:	<table border="1"> <tr> <td>March 13, 2024 [Wednesday]</td> <td> MID-TERM EXAM GRADES DUE</td> </tr> <tr> <td>March 15, 2024 [Friday]</td> <td> 1 Spring Break (University Closed) SUBJECT TO APPROVAL BY THE TAMUS Board of Regents!</td> </tr> </table>	March 13, 2024 [Wednesday]	MID-TERM EXAM GRADES DUE	March 15, 2024 [Friday]	1 Spring Break (University Closed) SUBJECT TO APPROVAL BY THE TAMUS Board of Regents!		
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Week Ten: Topic March 18-22, 2024	Lecture Segment #12: Soft Skills: Time Management and Organization						
Chapter (s):							
Assignment (s):	Course Assignment #9: Daily Organization Read articles/documents related to the lecture.						
University Events:	<table border="1"> <tr> <td>March 20, 2023 [Wednesday]</td> <td>Founders Day/Honors Convocation</td> </tr> </table>	March 20, 2023 [Wednesday]	Founders Day/Honors Convocation				
March 20, 2023 [Wednesday]	Founders Day/Honors Convocation						
Week Eleven: Topic March 25-29, 2024	Lecture Segment #13: Soft Skills: Communications <ul style="list-style-type: none"> ○ Supplement 13A: Writing Guide ○ Supplement 13B: Nonverbal Communications 						
Chapter (s):							
Assignment (s):	Course Assignment #10: Building Your Professional Wardrobe Read articles/documents related to the lecture.						
University Events:	<table border="1"> <tr> <td>March 26, 2024 [Monday]</td> <td> SPRING 2024 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)</td> </tr> <tr> <td>March 27, 2024 [Tuesday]</td> <td> SPRING 2024 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)</td> </tr> <tr> <td>March 29, 2024 [Friday]</td> <td> 1 Good Friday (No classes; subject to approval by the TAMUS Board of Regents)</td> </tr> </table>	March 26, 2024 [Monday]	SPRING 2024 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)	March 27, 2024 [Tuesday]	SPRING 2024 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)	March 29, 2024 [Friday]	1 Good Friday (No classes; subject to approval by the TAMUS Board of Regents)
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March 29, 2024 [Friday]	1 Good Friday (No classes; subject to approval by the TAMUS Board of Regents)						
Week Twelve: Topic April 1-5, 2024	Lecture Segment #14: Mentorship						
Chapter (s):							
Assignment (s):	Course Assignment #11: Selecting a Mentor						
University Events:	<table border="1"> <tr> <td>April 2, 2024 [Tuesday]</td> <td> Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]</td> </tr> </table>	April 2, 2024 [Tuesday]	Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]				
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	April 6, 2024 [Saturday]	 Registration Period for all students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. [SPECIAL POPULATIONS]
Week Thirteen: Topic April 8-12, 2024	Lecture Segment #15: Ethics Introduction to professional ethics in the architecture industry	
Chapter (s):	Reading References: 2004 Code of Ethics and Professional Conduct, AIA, http://www.aia.org/institute/code.asp Chapter 2.1, Architects and the Law, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i> , AIA, pg. 30-37. Chapter 2.2, Regulation of the Profession, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i> , AIA, pg. 44-49. Chapter 1.2, Ethics and Professional Conduct, <i>The Architecture Student's Handbook of Professional Practice, 14th Edition</i> , AIA, pg. 6-18.	
Assignment (s):	Course Assignment #12: A Question of Ethics Read articles/documents related to the lecture.	
University Events: 	April 12, 2024 [Friday]	 SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)
Week Fourteen: Topic April 15-19, 2024	Lecture Segment #16: Before You Leave, Some Final Advice	
Chapter (s):		
Assignment (s):	Course Assignment #13: Course Survey and Student Opinion Survey (SOS)	
University Events: 		
Week Fifteen Topic April 22-26, 2024	FLEX WEEK	
Chapter (s):		
Assignment (s):		
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 29, 2024 [Monday]	 STUDY DAY (NO CLASSES IN SESSION)
	April 30-May 8, 2024 [Tuesday-Wednesday]	 FINAL EXAMINATION PERIOD
	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 5159-P01** for the 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

Bruce F. Bockhorn, PhD, AIA

_____/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: _____