



PRAIRIE VIEW  
A&M UNIVERSITY



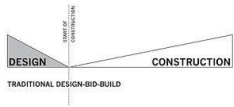
PRAIRIE VIEW A&M UNIVERSITY  
SCHOOL OF ARCHITECTURE  
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# SYLLABUS

|  |  |                    |             |   |
|--|--|--------------------|-------------|---|
| <b>Course Title:</b>                   | <b>Internship</b>  |                    |             |   |
| <b>Course Prefix:</b>                  | <b>ARCH</b>  | <b>Course No.:</b> | <b>5650</b> | <b>Section No.:</b> <b>P01 (10 weeks)</b> |
| <b>School of Architecture</b>          | Department: <b>Architecture</b> <input checked="" type="checkbox"/><br>Construction Science <input type="checkbox"/><br>Art <input type="checkbox"/><br>Community Development <input type="checkbox"/>   |                    |             |   |
| <b>Course Location:</b>                | <b>Note: Class will only meet at the direction of the professor and if needed to meet the course learning objectives</b>   |                    |             |   |
| <b>Class Meeting Days &amp; Times:</b> | <b>ARCH 5650-P01: Sunday 3:00-8:50 PM</b><br><b>Note: Class will only meet at the direction of the professor and if needed to meet the course learning objectives.</b>   |                    |             |   |
| <b>Catalog Description:</b>            | (0-0) Credit 6 semester hours. Approved internship in an architecture office, the building construction industry or a planning or public service agency or approved foreign study program. Appropriate documentation of the experience will be required. Permission of the Dean.   |                    |             |   |
| <b>Prerequisites:</b>                  |  |                    |             |   |
| <b>Co-requisites:</b>                  |  |                    |             |   |
| <b>Mode of Instruction:</b>            | <input checked="" type="checkbox"/> <b>Face-to-face</b> <input type="checkbox"/> On-line <input type="checkbox"/> Hybrid   |                    |             |   |
| <b>Instructor:</b>                     | Bruce F. Bockhorn, PhD, AIA<br>Associate Professor /Director-Construction Science  |                    |             |   |
| <b>Office Location:</b>                | School of Architecture, Prairie View A&M University, Room 101A   |                    |             |   |
| <b>Office Telephone:</b>               | (936) 261-9805   |                    |             |   |
| <b>Fax:</b>                            | (936) 261-9826   |                    |             |   |
| <b>Email Address:</b>                  | bfbockhorn@pvamu.edu   |                    |             |   |
| <b>U.S. Postal Service Address:</b>    | Prairie View A&M University<br>P.O. Box 519<br>Mail Stop 2100<br>Prairie View, TX 77446  |                    |             |   |
| <b>Office Hours:</b>                   | 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.<br><b>Dr. Bockhorn's Meeting Success Formula= Pen + Paper + Preparation + Punctuality!</b> |                    |             |   |
| <b>Virtual Office Hours:</b>           |  |                    |             |   |
| <b>Required Text:</b>                  | None   |                    |             |   |
| <b>Optional Text:</b>                  | None   |                    |             |   |
| <b>Learning Resources</b>              | <b>PVAMU Library:</b><br>Telephone: (936) 261-1500;<br>web: <a href="http://www.tamu.edu/pvamu/library/">http://www.tamu.edu/pvamu/library/</a><br>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.  |                    |             |   |

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|  | <p><b>University Bookstore:</b><br/>Telephone: (936) 261-1990<br/>web: <a href="https://www.bkstr.com/Home/10001-10734-1?demoKey=d">https://www.bkstr.com/Home/10001-10734-1?demoKey=d</a></p> <p><b>The Writing Center</b><br/>Telephone: (936) 261-3700<br/>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.</p> <p><b>Student Academic Success Center</b><br/>Telephone: (936) 261-1040<br/>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 <b>"Navigation to Graduation"</b>.</p> <p><b>The Tutoring Center</b><br/>John B. Coleman Library in Room 209<br/>Telephone: (936) 261-1561<br/>Hours: Monday through Thursday 12 pm to 9 pm and Friday from 8 am to 5 pm.<br/>Email: <a href="mailto:AEtutoring@pvamu.edu">AEtutoring@pvamu.edu</a><br/>Open to <b>all</b> undergraduate students enrolled for credit in targeted PVAMU courses. offers help for:</p> <ul style="list-style-type: none"> <li>▪ Microeconomics, Macroeconomics</li> <li>▪ Management Information Systems</li> <li>▪ History, Government</li> <li>▪ Statistics, Basics – Calculus II</li> <li>▪ Psychology, Sociology</li> <li>▪ English (Basics – Freshman Comp II), Speech</li> <li>▪ Spanish I&amp;II</li> <li>▪ Biology (Pre-Med, Pre-Nursing)</li> <li>▪ Chemistry (Bio &amp; Nursing Majors)</li> <li>▪ Physics</li> <li>▪ Materials &amp; Science</li> </ul> |
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**Course Goals and Overview:**

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|  | <p>The Construction Science degree plan requires that all students complete two (2) internship courses at three (3) hours/each totaling six (6) hours or, one (1) internship course totaling six (6) hours of credit. The purpose for the requirement is to promote the involvement of the industry and offer students exposure to employment opportunities prior to graduation.</p> |
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**Course Outcomes/Learning Objectives**

**At the end of this course, the students will:**

|               |   |
|---------------|---|
| <b>5650.1</b> | To understand the <b>business and industry procedures</b> that are used by leading construction companies (General Construction, Construction Management and define the scope of Facility Management; |
| <b>5650.2</b> | To be familiar with <b>management processes</b> used in construction operations;  |
| <b>5650.3</b> | To be introduced and understand <b>routine duties performed in a construction company.</b>  |
| <b>5650.4</b> | To observe and participate in <b>operations and management</b> in practice through employment in the industry experts; and,   |
| <b>5650.5</b> | Work on a construction project/s in a professional environment and apply <b>skills and knowledge from curriculum to real life situations</b>  |
| <b>5650.6</b> | Understand the role of <b>sub-contractors, suppliers and vendors</b> to the firm.   |
| <b>5650.7</b> | To understand the <b>potential career aspects</b> related to construction.  |

## 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
- **Employment:** Assignments designed to measure ability to apply presented course material

## Grading Matrix

**TABLE 1: INDIVIDUAL PERFORMANCE MEASURES**

| PERFORMANCE MEASURES                                | POINTS        | %           | COMMENTS   |
|---|---------------|-------------|--|
| <b>EXHIBIT A: Pre-Approval/Enrollment</b>           | <b>1,500</b>  | <b>10%</b>  | See Class Lecture and Event Schedule   |
| <b>EXHIBIT A.1: Calculation of Employment Hours</b> |               |             | Part of Exhibit A above. Must be submitted in first week of course to show 'projected' hours of employment and the final week of employment to record 'actual' hours worked. |
| <b>EXHIBIT B: Orientation Report</b>                | <b>1,500</b>  | <b>10%</b>  | See Class Lecture and Event Schedule   |
| <b>EXHIBIT C: Knowledge &amp; Skills Report</b>     | <b>7,500</b>  | <b>50%</b>  | See Class Lecture and Event Schedule   |
| <b>EXHIBIT D: Final Report</b>                      | <b>2,250</b>  | <b>15%</b>  | See Class Lecture and Event Schedule   |
| <b>EXHIBIT E: Completion Letter</b>                 | <b>750</b>    | <b>5%</b>   | See Class Lecture and Event Schedule   |
| <b>EXHIBIT F: Supervisor's Report</b>               | <b>1,500</b>  | <b>10%</b>  | See Class Lecture and Event Schedule   |
| <b>TOTAL GRADE POINTS AVAILABLE</b>                 | <b>15,000</b> | <b>100%</b> |  |

**TABLE 2: GRADE SCALE**

| GRADE    | %                    | NECESSARY POINTS  | GRADE    |
|----------|----------------------|-------------------|----------|
| <b>A</b> | <b>100-90 %</b>      | 13,500 or over    | <b>A</b> |
| <b>B</b> | <b>89-80%</b>        | 12,000 to 13,499  | <b>B</b> |
| <b>C</b> | <b>79-70%</b>        | 10,500 to 11 ,999 | <b>C</b> |
| <b>D</b> | <b>69-60%</b>        | 9,000 to 10,499   | <b>D</b> |
| <b>F</b> | <b>59% and below</b> | 0 to 8,999        | <b>F</b> |

## Course Procedures

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| <b>Taskstream</b>                                       | 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.   |
| <b>University Attendance Policy:</b>                    | 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.   |
| <b>Instructor's Attendance and Participation Policy</b> | <b>Note: Class will only meet at the direction of the professor and if needed to meet the course learning objectives.</b><br>As a student in a professional practice course at Prairie View A&M University you are expected to attend each class. If class is held attendance is recorded on roll sheets that are circulated to record your name and signature.   |
| <b>Personal Conduct</b>                                 | 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:<br>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.<br>2. No hats or caps will be allowed to be worn in the classroom during class sessions. If you elect |

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|  | <p>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.</p> <ol style="list-style-type: none"> <li><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.</li> <li><u>No food or drink</u> is allowed in the classroom at any time.</li> <li><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.</li> <li><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.</li> <li><u>Harassment</u> of your fellow students of any kind will not be tolerated.</li> <li><u>No children, friends, family members or guests are allowed in the class without prior approval.</u> Failure to adhere to this rule will result in a "0" for that class period.</li> </ol> <p>Students will also be held to account for their conduct when employed in an internship. This same standard with regards to attendance, dress and performance on the job.</p> |
| <b>Conduct of the Class and Care of the Facility</b> | <p>Please note the following rules for the conduct of the class when it is in session:</p> <ol style="list-style-type: none"> <li><u>Class will begin at the appointed time.</u></li> <li><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 before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class.</li> <li>All class members are required to <u>keep the classroom in a clean and orderly manner</u> 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.</li> <li><u>Lecture Notes and Handouts</u> 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 from another student or source.</li> </ol>  |
| <b>Submission of Assignments:</b>                    | Assignments are due at the start of the class session. No late work will be accepted without proper documentation.   |
| <b>Formatting Documents:</b>                         | 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.   |
| <b>Exam Policy:</b>                                  | Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).   |
| <b>Professional Organizations and Journals</b>       |  |
| <b>References</b>                                    |  |
| <b>University Rules and Procedures</b>               |  |
| <b>Disability Statement (See Student Handbook):</b>  | 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.  |
| <b>Academic Misconduct (See Student Handbook):</b>   | 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 misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.  |
| <b>Forms Of Academic Dishonesty:</b>                 | <ol style="list-style-type: none"> <li>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.</li> <li>Academic misconduct: tampering with grades or taking part in obtaining or distributing any part</li> </ol>  |

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|  | <p>of a scheduled test.</p> <p>3. Fabrication: use of invented information or falsified research.</p> <p>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.</p>   |
| <b>Nonacademic Misconduct (See Student Handbook)</b> | 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. |
| <b>Sexual misconduct (See Student Handbook):</b>     | 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.   |
| <b>Student Academic Appeals Process</b>              | 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











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| <b>Minimum Hardware and Software Requirements</b> | <p>Pentium with Windows XP or PowerMac with OS 9</p> <ul style="list-style-type: none"> <li>-56K modem or network access</li> <li>-Internet provider with SLIP or PPP</li> <li>-8X or greater CD-ROM</li> <li>-64MB RAM</li> <li>-Hard drive with 40MB available space</li> <li>-15" monitor, 800x600, color or 16 bit</li> <li>-Sound card w/speakers</li> <li>-Microphone and recording software</li> <li>-Keyboard &amp; mouse</li> <li>-Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins</li> </ul> <p><b>-Participants should have a basic proficiency of the following computer skills:</b></p> <ul style="list-style-type: none"> <li>·Sending and receiving email</li> <li>·A working knowledge of the Internet</li> <li>·Proficiency in Microsoft Word</li> <li>·Proficiency in the Acrobat PDF Reader</li> <li>·Basic knowledge of Windows or Mac O.S.</li> </ul> |
| <b>Netiquette (online etiquette):</b>             | 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.   |
| <b>Technical Support:</b>                         | 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   |
| <b>Communication Expectations and Standards:</b>  | 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 <b>their receipt</b> of them. Emails received on Friday will be responded to by the close of business on the following Monday.   |

### 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](http://www.naab.org) and access "2014 NAAB Conditions for Accreditation."

|                              |   |   |  |                        |                       |
|------------------------------|---|---|--|------------------------|-----------------------|
| <b>Performance Criteria:</b> | <b>Ability</b><br><input checked="" type="checkbox"/> | <b>Understanding</b><br><input checked="" type="checkbox"/> | <b>Course Learning Outcomes Competencies (T, R, I)</b> |                        |                       |
|                              |   |   | <b>T</b><br>Taught                                     | <b>R</b><br>Reinforced | <b>I</b><br>Utilized/ |












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|  |  |  |  |   | Integrated |
| <b>REALM A: Critical Thinking and Representation</b>                     |  |  |  |   |            |
| A.1. Professional Communication Skills (Ability)                         |  |  |  |   |            |
| A.2. Design Thinking Skills (Ability)                                    |  |  |  |   |            |
| A.3. Investigative Skills (Ability)                                      |  |  |  |   |            |
| 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)                |  |  |  |   |            |
| <b>REALM B: Building Practices, Technical Skills, and Knowledge</b>      |  |  |  |   |            |
| B.1. Pre-Design (Ability)  |  |  |  |   |            |
| B.2. Site Design (Ability)   |  |  |  |   |            |
| B.3. Codes and Regulations (Ability)                                     |  |  |  |   |            |
| B.4. Technical Documentation (Ability)                                   |  |  |  |   |            |
| B.5. Structural Systems (Ability)  |  |  |  |   |            |
| B.6. Environmental Systems (Ability)                                     |  |  |  |   |            |
| B.7. Building Envelope Systems and Assemblies (Understanding)            |  |  |  |   |            |
| B.8. Building Materials and Assemblies (Understanding)                   |  |  |  |   |            |
| B.9. Building Service Systems (Understanding)                            |  |  |  |   |            |
| B.10. Financial Considerations (Understanding)                           |  |  |  |   |            |
| <b>REALM C: Integrated Architectural Solutions</b>                       |  |  |  |   |            |
| C.1. Research (Understanding)  |  |  |  |   |            |
| C.2. Integrated Evaluations and Decision-Making Design Process (Ability) |  |  |  |   |            |
| C.3. Integrative Design (Ability)  |  |  |  |   |            |
| <b>REALM D: Professional Practice</b>                                    |  |  |  |   |            |
| D.1. Stakeholder Roles in Architecture (Understanding)                   |  |  |  | R |            |
| D.2. Project Management (Understanding)                                  |  |  |  | R |            |
| D.3. Business Practices (Understanding)                                  |  |  |  | R |            |
| D.4. Legal Responsibilities (Understanding)                              |  |  |  | R |            |
| D.5. Professional Conduct (Understanding)                                |  |  |  | R |            |

| <b>COURSE OUTLINE: EVENT AND LECTURE SCHEDULE</b>  |                                    |   |   |
|--|------------------------------------|---|---|
| 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. |                                    |   |   |
|   | <b>Registration/Assembly Dates</b> |  | <b>Dates exam scores will be posted</b>                       |
|   | <b>Key Dates</b>                   |  | <b>Holidays</b>   |
|   | <b>Graduation Applications</b>     |  | <b>Guest lectures</b>   |
|   | <b>Dates for Exams</b>             |  | <b>Project Team Workshop</b>                                  |
|   | <b>Proctored Exams</b>             |  | <b>Class Sessions using ZOOM or teleconference technology</b> |










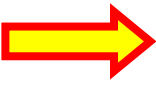


**16 WEEK CALENDAR**

















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|--|---|---|
| <b>Week One:</b> Topic<br><b>January 15-19, 2024</b>           | <b>Exhibit A: Internship Enrollment and Pre-approval Form</b><br><b>Exhibit A.1: Calculation of Employment Hours</b><br><b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):   |   |   |
| Assignment (s):  | <ul style="list-style-type: none"> <li>▪ <b>Internship Enrollment and Pre-approval Form (Exhibit A) is due.</b></li> <li>▪ <b>Enter assignments in Skills and Knowledge Report (Exhibit C).</b></li> <li>▪ <b>Enter actual hours worked for the week (Exhibit A.1).</b></li> </ul>  |   |
| University Events: <i>R</i>                                    | January 15, 2024<br>[Monday]  | <b>MARTIN LUTHER KING DAY (University Closed)</b>   |
|  | January 16, 2024<br>[Tuesday]   | First Class Day Tuition & Fees Payment Due Date   |
|  | January 16, 2024<br>[Tuesday]   | TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM   |
|  | January 16-23,<br>2024<br>[Tuesday-Tuesday]   | Late Registration/Late Registration Fee Begins (\$50.00)  |
|  | January 17-26,<br>2023<br>[Tuesday-Wednesday]   | <b>ATTENDANCE REPORTING PERIOD (ND/SH).</b><br><b>Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled!</b> |
| <b>Week Two:</b> Topic<br><b>January 22-26, 2024</b>           | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):   |   |   |
| Assignment (s):  | <ul style="list-style-type: none"> <li>▪ <b>Orientation Report is due (See Exhibit B)! LATE SUBMITTALS WILL RECEIVE A '0' GRADE! THIS WILL BE A TASK STREAM ARTIFACT TO BE UPLOADED.</b></li> <li>▪ <b>Enter assignments in Skills and Knowledge Report (Exhibit C).</b></li> <li>▪ <b>Enter actual hours worked for the week (Exhibit A.1).</b></li> </ul> |   |
| University Events: <i>R</i>                                    |   |   |
| <b>Week Three:</b> Topic<br><b>January 29-February 2, 2024</b> | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):   |   |   |
| Assignment (s):  | <ul style="list-style-type: none"> <li>▪ <b>Enter assignments in Skills and Knowledge Report (Exhibit C).</b></li> <li>▪ <b>Enter actual hours worked for the week (Exhibit A.1).</b></li> </ul>  |   |
| University Events: <i>R</i>                                    | January 30, 2024<br>[Wednesday]   | Financial Aid Refunds Begin   |
|  | January 31, 2024<br>[Wednesday]   | <b>CENSUS DATE (12<sup>TH</sup> CLASS DAY)</b><br><b>FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]</b>             |
|  | February 1, 2024<br>[Thursday]  | WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.  |
| <b>Week Four:</b> Topic<br><b>February 5-9, 2024</b>           | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):   |   |   |
| Assignment (s):  | <ul style="list-style-type: none"> <li>▪ <b>Enter assignments in Skills and Knowledge Report (Exhibit C).</b></li> </ul>  |   |



|   |   |   |
|---|---|---|
|   | <ul style="list-style-type: none"> <li>Enter actual hours worked for the week (Exhibit A.1).</li> </ul>   |   |
| University Events:   | February 6, 2024<br>[Tuesday]   |  DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM. |
| <b>Week Five:</b> Topic<br><b>February 12-16, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> </ul>  |   |
| University Events: <br> | February 12, 2024<br>[Monday]   |  CENSUS DATE (20 <sup>th</sup> CLASS DAY)            |
|   | February 15, 2024<br>[Wednesday]  | <b>PVAMU Architecture + Construction Science Career Fair 2024</b><br>9:00 AM- 4:00 PM held in the Kennedy Architecture Building       |
| <b>Week Six:</b> Topic<br><b>February 19-23, 2024</b>   | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Begin working on Exhibit D Final Report by submitting a topic for approval.</li> </ul> |   |
| University Events:   |   |   |
| <b>Week Seven:</b> Topic<br><b>February 26-March 1, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>                                |   |
| University Events:   |   |   |
| <b>Week Eight:</b> Topic<br><b>March 4-8, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>                                |   |
| University Events:   | March 7-9, 2024<br>[Thursday-Saturday]  |  Mid-Term Exams                                    |
| <b>Week Nine:</b> Topic<br><b>March 11-15, 2024</b>   | <b>SPRING BREAK!</b>  |   |
| Chapter (s):  |   |   |
| Assignment (s):   |   |   |
| University Events:   | March 13, 2024<br>[Wednesday]   |  MID-TERM EXAM GRADES DUE                          |



|   |   |   |
|---|---|---|
|   | March 15, 2024<br>[Friday]  |  Spring Break (University Closed) <b>SUBJECT TO APPROVAL BY THE TAMUS Board of Regents!</b>  |
| <b>Week Ten:</b> Topic<br><b>March 18-22, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>  |   |
| University Events:   | March 20, 2023<br>[Wednesday]   | Founders Day/Honors Convocation   |
| <b>Week Eleven:</b> Topic<br><b>March 25-29, 2024</b>   | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>  |   |
| University Events:   | March 26, 2024<br>[Monday]  |   SPRING 2024 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)  |
|   | March 27, 2024<br>[Tuesday]   |   SPRING 2024 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.) |
|   | March 29, 2024<br>[Friday]  |  Good Friday (No classes; subject to approval by the TAMUS Board of Regents)  |
| <b>Week Twelve:</b> Topic<br><b>April 1-5, 2024</b>   | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> <li>▪ Begin working on EXHIBIT E: CLOSING/EXIT LETTER.</li> </ul>    |   |
| University Events: <br> | April 2, 2024<br>[Tuesday]  |  Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. <b>[SPECIAL POPULATIONS]</b>  |
|   | April 6, 2024<br>[Saturday]   |  Registration Period for all students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. <b>[SPECIAL POPULATIONS]</b>  |
| <b>Week Thirteen:</b> Topic<br><b>April 8-12, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |   |
| Chapter (s):  |   |   |
| Assignment (s):   | <ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> <li>▪ Continue working on EXHIBIT E: CLOSING/EXIT LETTER.</li> </ul> |   |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>Confirm Supervisor is filling out EXHIBIT F: EVALUATION</li> </ul>   |  |
| University Events:    | April 12, 2024<br>[Friday]  |  <b>SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)</b> |
| <b>Week Fourteen: Topic</b><br><b>April 15-19, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |  |
| Chapter (s):   |   |  |
| Assignment (s):  | <ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> <li>Continue working on EXHIBIT E: CLOSING/EXIT LETTER.</li> <li>Confirm Supervisor is submitting EXHIBIT F: EVALUATION</li> </ul>   |  |
| University Events:    |   |  |
| <b>Week Fifteen Topic</b><br><b>April 22-26, 2024</b>  | <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>   |  |
| Chapter (s):   |   |  |
| Assignment (s):  | <p><b>DUE NOT LATER THAN April 26, 2024</b> </p> <ul style="list-style-type: none"> <li>EXHIBIT A.1: CALCULATION OF HOURS (ACTUALLY WORKED)</li> <li>EXHIBIT B: ORIENTATION REPORT (Previously submitted in Week 2)</li> <li>EXHIBIT C: SKILLS &amp; KNOWLEDGE FORM</li> <li>EXHIBIT D: FINAL REPORT</li> <li>EXHIBIT E: CLOSING/EXIT LETTER</li> <li>EXHIBIT F: SUPERVISORS REVIEW FORM IS DUE; submit directly to the course instructor</li> </ul> <p>All Exhibits must be uploaded to Canvas and emaild to the instructor as a back-up.</p> |  |
| University Events:  | April 26, 2024<br>[Friday]  |  <b>LAST DAY OF CLASS FOR SPRING SEMESTER 2024!</b>   |
|  | April 26, 2024<br>[Friday]  |  <b>FINAL DAY TO WITHDRAW FROM COURSES OR THE UNIVERSITY WITH ACADEMIC RECORD ("W") FOR SPRING 2024</b>                                       |
| <b>Week Sixteen</b>  |   |  |
|  | April 29, 2024<br>[Monday]  |  <b>STUDY DAY (NO CLASSES IN SESSION)</b>   |
|                     | April 30-May 8, 2024<br>[Tuesday-Wednesday]   |  <b>FINAL EXAMINATION PERIOD</b>  |
|                     | May 9, 2024<br>[Thursday]   |  <b>FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!</b>   |
|                     | May 11, 2024<br>[Saturday]  |  <b>COMMENCEMENT</b>  |
|                     | May 14, 2024<br>[Tuesday]   |  <b>FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!</b>  |

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.

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**STATEMENT OF AGREEMENT**

I have read the Course Syllabus for **ARCH 5550-P01 Summer Term 2023**, 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 #

\_\_\_\_/\_\_\_\_/2023  
Date

\_\_\_\_\_  
Signature-Instructor

Bruce F. Bockhorn, PhD, AIA  
\_\_\_\_\_  
Instructors name

\_\_\_\_/\_\_\_\_/2023  
Date

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**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: \_\_\_\_\_

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