Course Title: Professional Practice  
Course Prefix: ARCH  
Course No.: 4359  
Section No.: P01

“The Architect Should Be Equipped With Knowledge of Many Branches of Study and Varied Kinds of Learning,…this Knowledge Is the Child of Practice and Theory”  
-- Vitruvius

School of Architecture

<table>
<thead>
<tr>
<th>Department</th>
<th>☑ Architecture</th>
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<tbody>
<tr>
<td></td>
<td>☐ Construction Science</td>
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<td></td>
<td>☐ Art</td>
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<td>☐ Digital Media Art</td>
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<td></td>
<td>☐ Community Development</td>
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</tbody>
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Course Location: Nathelyne Archie Kennedy Building, Room 231

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 234

Office Telephone: (936) 261-9819 (University) or (713) 556-9250 (Houston Office)

Fax: (936) 261-9826

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

U.S. Postal Service Address: Prairie View A&M University  
P.O. Box 519  
Mail Stop 2100  
Prairie View, TX 77446

Office Hours: Tuesday, 5:30 PM - 6:30 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. Meetings will be conducted in-person or via telephone or teleconference depending upon regulations related to COVID-19.

Virtual Office Hours: To be determined during the semester


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 have an understanding of 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:

- Understand business principles and guidelines that impact firm growth, profits, efficiency, and general viability.
- Understand marketing practices and business development procedures.
- Understand the legal issues and regulatory issues impacting the design process.
- Understand the organizational structure and operations of an architectural firm.
- Understand the procedures for licensure in architecture.
- Understand financial management concepts related to the practice of architecture.
- 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

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<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>POINTS</th>
<th>%</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>1,120</td>
<td>21%</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>480</td>
<td>9%</td>
<td></td>
</tr>
<tr>
<td>Class Assignments/Projects</td>
<td>1,250</td>
<td>23%</td>
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<tr>
<td>Progress Quizzes</td>
<td>750</td>
<td>14%</td>
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</tr>
<tr>
<td>Mid-Term Examination</td>
<td>750</td>
<td>14%</td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td>1,000</td>
<td>19%</td>
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</tbody>
</table>

**MAXIMUM POINTS AVAILABLE** 5,350 100%

**Grading Matrix**

**A – 90 to 100 Points** (high pass) exceptional performance; strongly exceeding the requirements of the course problem, showing strong academic initiative and independent resourcefulness.

**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.

**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.

**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.

**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.

**Course Procedures:**

**Taskstream**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas.

**Class Attendance Policy (See Catalog for Full Attendance Policy)**

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.

**Instructor's Attendance and Participation Policy**

Participation and absences are accumulated beginning with the first day of class on January 18, 2022. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications:

1. Participation in an activity appearing on the University authorized activity list.
2. Death or major illness in a student's immediate family.
3. Illness of a dependent family member.
4. Participation in legal proceedings that requires a student's presence.
5. Religious holy day.
6. Confinement because of illness.
7. Required participation in military duties.

If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will be accepted for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. After that, the involvement grade stands. If you have another reason other than these seven for being absent, you may submit a memorandum with supporting
documentation requesting that the absence be removed from you record for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. All requests will be reviewed and approved or disapproved based upon the justification that you provide in your memorandum. While other reasons for being absent are rarely approved; it is understood that you might feel that there is a higher priority that requires you to miss class. In accepting your decision to miss class, you must also be willing to accept the instructor’s decision to not award you involvement points for the class or classes that are missed.

### Personal Conduct

Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. Based upon the fact that you are preparing for professional employment, you are expected to adhere to the following specific guidelines:

1. During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.
2. No hats or caps will be allowed to be worn in the classroom during class sessions. If you elect to wear a hat or cap during the lectures or class discussion, your decision will be respected. However you should also respect the instructor’s decision to not award you daily participation points based upon that decision.
3. **Dress Code for Presentations:** Professional dress is expected for all design and technical presentations in class. Failure to adhere to the guidelines posted by the instructor will result in a deduction of ten percent (10%) from your final presentation score.
4. Students should not be eating food or consuming drinks during the discussion sessions. No food or drink is allowed in the classroom at any time.
5. **Cellular telephones are to be turned off or put on silent ring tone during the class period.** Texting is strictly prohibited during the class period. No “ear phone” units will be allowed. If your cell phone rings during the lecture or you are texting you are subject to losing all participation points for that class period.
6. **Laptops must emit no noise.** Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time.
7. Harassment of your fellow students of any kind will not be tolerated.

### Conduct of the Class

Please note the following rules for the conduct of the class:

1. **Class will begin at the appointed time.**
2. **Class is dismissed when so indicated by the instructor.** Students are expected to be on time and stay throughout the entire class period. Leaving the classroom 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. **Lecture Notes and Handouts** 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 form another student or source.

### Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word
processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to save the document in either the Microsoft Word, Rich-Text, or plain text format.

Exam Policy: Exams 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).

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

University Rules and Procedures:

Disability Statement (See Student Handbook): Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the instructor of their need for accommodations immediately at the outset of the course so that a solution designed to being successful in class can be produced.

Academic Misconduct: 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.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, 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).

| Forms of Academic Dishonesty: | 1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not 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. **Plagiarism:** 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. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual; |
| | 4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and |
| | 5. **Multiple Submission:** 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. |

| Nonacademic Misconduct: | 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. |

| Sexual Misconduct | Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus. |

| Pregnancy, Pregnancy-related, and Parenting Accommodations | Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. |
Non-Discrimination Statement

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 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.

Student Academic Appeals Process

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.

Student Support and Success:

John B. Coleman Library

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.

Academic Advising Services

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 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,
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Description</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Academic Early Alert</strong></td>
<td>Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <a href="https://www.pvamu.edu/student-success/early-alert/">https://www.pvamu.edu/student-success/early-alert/</a></td>
<td>Phone: 936-261-5902; Website: <a href="https://www.pvamu.edu/student-success/early-alert/">https://www.pvamu.edu/student-success/early-alert/</a></td>
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<tr>
<td><strong>Student Counseling Services</strong></td>
<td>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, 2nd floor; Phone: 936-261-3564; Website: <a href="https://www.pvamu.edu/healthservices/student-counseling-services/">https://www.pvamu.edu/healthservices/student-counseling-services/</a></td>
<td>Phone: 936-261-3564; Website: <a href="https://www.pvamu.edu/healthservices/student-counseling-services/">https://www.pvamu.edu/healthservices/student-counseling-services/</a></td>
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<tr>
<td><strong>Office of Testing Services</strong></td>
<td>Testing Services serves to create opportunities by offering a suite of exams that aid in the students’ academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: <a href="mailto:aetesting@pvamu.edu">aetesting@pvamu.edu</a>; Website: <a href="http://www.pvamu.edu/testing">www.pvamu.edu/testing</a></td>
<td>Phone: 936-261-3627; Email: <a href="mailto:aetesting@pvamu.edu">aetesting@pvamu.edu</a>; Website: <a href="http://www.pvamu.edu/testing">www.pvamu.edu/testing</a></td>
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<td><strong>Office of Diagnostic Testing and Disability Services</strong></td>
<td>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: <a href="https://www.pvamu.edu/disabilityservices/">https://www.pvamu.edu/disabilityservices/</a></td>
<td>Phone: 936-261-3583; Website: <a href="https://www.pvamu.edu/disabilityservices/">https://www.pvamu.edu/disabilityservices/</a></td>
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<td><strong>Center for Instructional Innovation and Technology Services (CIITS)</strong></td>
<td>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 college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <a href="https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/">https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/</a>; Phone: 936-261-3283.</td>
<td>Phone: 936-261-3283.</td>
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<td><strong>Veteran Affairs</strong></td>
<td>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: <a href="https://www.pvamu.edu/sa/departments/veteranaffairs/">https://www.pvamu.edu/sa/departments/veteranaffairs/</a></td>
<td>Phone: 936-261-3563; Website: <a href="https://www.pvamu.edu/sa/departments/veteranaffairs/">https://www.pvamu.edu/sa/departments/veteranaffairs/</a></td>
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<tr>
<td><strong>Office for Student Engagement</strong></td>
<td>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</td>
<td>Phone: 936-261-3563; Website: <a href="https://www.pvamu.edu/sa/departments/veteranaffairs/">https://www.pvamu.edu/sa/departments/veteranaffairs/</a></td>
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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/

| Career Services | Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office 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 Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/ |

**Technical Considerations for Online and Web-Assist Courses:**

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<tr>
<th>Minimum Recommended Hardware and Software:</th>
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<tbody>
<tr>
<td>• Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*</td>
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<tr>
<td>• Smartphone or iPad/Tablet with Wi-Fi*</td>
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<tr>
<td>• High-speed Internet access</td>
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<td>• 8 GB Memory</td>
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<td>• Hard drive with 320 GB storage space</td>
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<tr>
<td>• 15” monitor, 800x600, color or 16 bit</td>
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<td>• Sound card w/speakers</td>
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<tr>
<td>• Microphone and recording software</td>
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<tr>
<td>• Keyboard &amp; mouse</td>
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<tr>
<td>• Most current version of Google Chrome, Safari, or Firefox</td>
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**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

**Participants should have a basic proficiency of the following computer skills:**

- 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

**Netiquette (online etiquette):**

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..

**Video Conferencing Etiquette**

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.

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.
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.

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.
   - Be properly dressed- hair bonnets, caps, pajamas, etc., will not be acceptable when attending class and participating in the discussions.
   - Be punctual
   - Be kind to each other
   - Please mute microphones when lecture is in session
   - 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 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.

<table>
<thead>
<tr>
<th>Communication Expectations and Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. There will not be a response to emails asking about the class discussion (check your weekly schedule). 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.</td>
</tr>
</tbody>
</table>
Technical Support:
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.

Submission of Assignments-On Line:
Assignments, Papers, Exercises, and Projects will be 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.

ASSIGNMENTS are due at the start of the class session. No late work will be accepted without proper documentation.

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.

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.

Grade and Evaluation
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.

ACCREDITATION/ASSESSMENT CRITERIA Table No. 1-NAAB CRITERIA

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

<table>
<thead>
<tr>
<th>Performance Criteria:</th>
<th>Ability ✓</th>
<th>Understanding ✓</th>
<th>Course Learning Outcomes Competencies (T, R, I)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REALM A: Critical Thinking and Representation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1. Professional Communication Skills (Ability)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.2. Design Thinking Skills (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.3. Investigative Skills (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.4. Architectural Design Skills (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.5. Ordering Systems (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.6. Use of Precedents (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.7. History and Global Culture (Understanding)</td>
<td>✓</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>A.8. Cultural Diversity &amp; Social Equity (Understanding)</td>
<td>✓</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>REALM B: Building Practices, Technical Skills, and Knowledge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.1. Pre-Design (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.2. Site Design (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.3. Codes and Regulations (Ability)</td>
<td>✓</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>B.4. Technical Documentation (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.5. Structural Systems (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.6. Environmental Systems (Ability)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### REALM B: Building Science

| B.7. Building Envelope Systems and Assemblies (Understanding) | ✓ | T |
| B.8. Building Materials and Assemblies (Understanding) | ✓ | T |
| B.9. Building Service Systems (Understanding) | ✓ | T |
| B.10. Financial Considerations (Understanding) | ✓ | T |

### REALM C: Integrated Architectural Solutions

| C.1. Research (Understanding) | ✓ | I |
| C.2. Integrated Evaluations and Decision-Making Design Process (Ability) | ✓ | T |
| C.3. Integrative Design (Ability) | ✓ | T |

### REALM D: Professional Practice

| D.1. Stakeholder Roles in Architecture (Understanding) | ✓ | R |
| D.2. Project Management (Understanding) | ✓ | T |
| D.3. Business Practices (Understanding) | ✓ | T |
| D.4. Legal Responsibilities (Understanding) | ✓ | T |
| D.5. Professional Conduct (Understanding) | ✓ | T |

### ACCREDITATION/ASSESSMENT CRITERIA TABLE 2: ACCE CRITERIA

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

<table>
<thead>
<tr>
<th>Course Learning Outcomes:</th>
<th>Competencies (T, R, I)</th>
<th>ACCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create written communications appropriate to the construction discipline.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. Create oral presentations appropriate to the construction discipline</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>3. Create a construction project safety plan</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4. Create construction project cost estimates</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>5. Create construction project schedules</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>6. Analyze professional decisions based on ethical principles.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7. Analyze construction documents for planning and management of construction processes.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>8. Analyze methods, materials, and equipment used to construct projects.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>9. Apply construction management skills as a member of a multidisciplinary team.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>10. Apply electronic-based technology to manage the construction process.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>11. Apply basic surveying techniques for construction layout and control.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>12. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>13. Understand construction risk management.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>14. Understand construction accounting and cost control</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>15. Understand construction quality assurance and control.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>16. Understand construction project control processes.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>17. Understand the legal implications of contract, common, and regulatory law to manage a construction project.</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Registration/Assembly Dates</th>
<th>Dates exam scores will be posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Dates</td>
<td>Holidays</td>
</tr>
<tr>
<td>Graduation Applications</td>
<td>Guest lectures</td>
</tr>
<tr>
<td>Dates for Exams</td>
<td>Project Team Workshop</td>
</tr>
<tr>
<td>Proctored Exams</td>
<td>Class Sessions using ZOOM or teleconference technology</td>
</tr>
<tr>
<td>Lecture Completed</td>
<td>Lecture Notes, Assignments, or Articles posted to CANVAS</td>
</tr>
</tbody>
</table>

### 16 WEEK CALENDAR

**University Events:**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 2022 [Monday]</td>
<td><strong>MARTIN LUTHER KING DAY</strong> (University Closed)</td>
</tr>
<tr>
<td>January 18, 2022 [Tuesday]</td>
<td>First Class Day Tuition &amp; Fees Payment Due Date</td>
</tr>
<tr>
<td>January 18, 2022 [Tuesday]</td>
<td>TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM</td>
</tr>
<tr>
<td>January 18-24, 2022 [Tuesday-Monday]</td>
<td>Late Registration/Late Registration Fee Begins ($50.00)</td>
</tr>
<tr>
<td>January 18-26, 2022 [Tuesday-Wednesday]</td>
<td>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!</td>
</tr>
</tbody>
</table>

**Week One:**

**January 18, 2022 [Tuesday]**

**Module 1: Course Introduction and Overview of the Profession**

**Topic:** “The Profession Defined”

**Face-to-Face Assignment/Activity:**

- Face-to-Face Lecture with full class discussion

**Online Assignments/Activities:**


### Week Two:  
**January 25, 2022**  
**[Tuesday]**

#### Module 1: The Context and Future of Architecture

**Topic:** “Evolution of a Profession and the Cultural, Political, and Economic Influences on that Profession”

**Face-to-Face Assignment/Activity:**
- Face-to-Face Lecture with full class discussion

**Online Assignments/Activities:**
- 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 8, 2022**

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 28, 2022.**

### University Events:

- **February 1, 2022**  
  **[Tuesday]**  
  Financial Aid Refunds Begin

### Week Three:  
**February 1, 2022**  
**[Tuesday]**

#### Module 2: Ethics of Architecture and Professional Judgment

**Topic:** “Ethics and the Practice of Architecture”

**Face-to-Face Assignment/Activity:**
- Face-to-Face Lecture with full class discussion
- Mock National Ethics Council Hearings—Presentation and deliberation of 3 Ethics case studies

**Online Assignment/Activity:**

### University Events:

- **February 2, 2022**  
  **[Wednesday]**  
  ∨ CENSUS DATE (12TH CLASS DAY)  
  ∨ FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]
### Week Four: February 8, 2022 (Tuesday)

**Module 3: Business Development and Finding Work**

**Topic:** “Marketing 101”

**Face-to-Face Assignment/Activity:**
- Face-to-Face Lecture with full class discussion

**Online Assignments/Activities:**
- Participate in Video Conference Class Session (Live)

**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 15, 2022.

**University Events:**
- February 8, 2022 (Tuesday) - DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.

### Week Five: February 15, 2022 (Tuesday)

**Module 4: Marketing, Clients, and Presentations**

**Topic:** “Winning the Project”

**Face-to-Face Assignment/Activity:**
- 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:**

**February 16, 2022 (Wednesday)**

**PVAMU Architecture Career Fair**
- 9:00 AM- 4:00 PM held in the Kennedy Building and the Fabrication Center

### Week Six: February 22, 2022 (Tuesday)

**Module 4: Firm Organizational Structure and Operations**

**Topic:** “Lesson’s from America’s Best Managed Firms”

**Face-to-Face Assignment/Activity:**
- Face-to-Face Lecture with full class discussion
### Week Seven:
**March 1, 2022**

**[Tuesday]**

**Module 5: Financial Operations, Fees, and Profit Planning**

**Topic:** “Keeping the Lights On: Financial Management Basics and Developing a Profit Plan”

**Face-to-Face Assignment/Activity:**
- Face-to-Face Lecture with full class discussion

**Online Assignment/Activity:**
- Participate in Video Conference Class Session (Live)


**Assignment:** Complete Financial Management Worksheet (“Identifying the Profit Target”) and upload finished work to CANVAS e-Course website. Completed worksheet is due by **March 8, 2022.**

### Week Eight:
**March 8, 2022**

**[Tuesday]**

**MID-TERM EXAMINATION**

**University Events:**
- **March 10-12, 2022**
  - Mid-Term Exams

### Week Nine:
**March 14-18, 2022**

**SPRING BREAK!**

**March 16, 2022**

**[Wednesday]**

**MID-TERM EXAM GRADES DUE**
### Week Ten:
**March 22, 2022 (Tuesday)**

**Module 6: Project Delivery Methods**

**Topic:** “From Beginning to End: Turning Concept into Reality”

**Face-to-Face Activity:**
- Face-to-Face Lecture with full class discussion

**Online Activity:**
- Participate in Video Conference Class Session (Live)
  - Primer on Project Delivery, Joint Publication of AIA and AGC, pp. 3-7, 2004.

**University Events:**
- **March 23, 2022 (Wednesday)**
  - Founders Day/Honors Convocation

**Week Eleven:
**March 29, 2022 (Tuesday)**

**Module 7: Building Codes and Regulatory Requirements**

**Topic:** “Designing within the Rules”

**Face-to-Face Activity:**
- Face-to-Face Lecture with full class discussion

**Online Activity:**

**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 12, 2022**.

**University Events:**
- **March 29, 2022 (Tuesday)**
  - SPRING 2022 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)

**Week Twelve:
**April 5, 2022 (Tuesday)**

**Module 8: Contracts and the Legal Dimensions of Architecture**

**Topic:** "AIA Contract Documents and Practicing within the Law"

**Face-to-Face Activity:**
- Face-to-Face Lecture (with Guest Lecturer to be named) with full class discussion
Online Assignment/Activity:


University Events:

April 6, 2022
[Wednesday]  ▼ FINAL DAY TO WITHDRAW FROM COURSES WITH ACADEMIC RECORD ("W") ENDS

April 11-15, 2022
[Monday-Friday]  ▼ Priority Registration Period for continuing students for Summer Term 2022 and Fall Semester 2022.

Week Thirteen:
April 12, 2022
[Tuesday]

Module 9: Construction Contract Administration

Topic: “The Architect’s Role in the Construction Process”

Face-to-Face Assignment/Activity:
- Face-to-Face Lecture with full class discussion

Online Assignment/Activity:
- Participate in Video Conference Class Session (Live)

University Events:

April 15, 2022
[Friday]  ▼ Registration for all students begins for Summer Term 2022 and Fall Semester 2022.

April 15, 2021
[Friday]  ▼ Good Friday (No classes)

Week Fourteen:
April 19, 2022
[Tuesday]

Module 10: Architectural Licensure and Careers in Architecture

Topic: “The Path to Licensure and Career Opportunities in Architecture and its Allied Fields”

Face-to-Face Assignment/Activity:
- Face-to-Face Lecture (Guest Lecturer: AXP Regional Coordinator) with full class discussion

Online Assignment/Activity:


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 26, 2022.

### Week Fifteen:  
**April 26, 2022**  
**[Tuesday]**

**Module 11: Project Management and Managing People**

**Topic:** “The Effective Project Manager”

**Face-to-Face Assignment/Activity:**
- Face-to-Face Lecture with full class discussion

**Online Assignment/Activity:**
- Participate in Video Conference Class Session (Live)
  


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 6, 2022.**

| University Events: | April 29, 2022  
|-------------------|-----------------------------  
| **[Friday]**  
| FALL 2021 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.) |

| May 2, 2022  
| **[Monday]**  
| Last Day to Withdraw from the University (ALL courses) |

### Week Sixteen:  
**May 3, 2022**  
**[Tuesday]**

**CLASS REVIEW DAY/FINAL DAY OF CLASS FOR FALL SEMESTER:**

Classes **must** convene and instructors will prepare students for Final Exams. **ALL STUDENTS MUST BE PRESENT!**

| May 4, 2022  
| **[Wednesday]**  
| **LAST DAY OF CLASS FOR SPRING SEMESTER 2022!** |
### Week Seventeen:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>May 10, 2022 [Tuesday]</td>
<td><strong>FINAL EXAMINATION</strong></td>
</tr>
<tr>
<td></td>
<td>May 12, 2022 [Thursday]</td>
<td><strong>FINAL EXAMINATION</strong></td>
</tr>
<tr>
<td></td>
<td>May 14, 2022 [Saturday]</td>
<td><strong>COMMENCEMENT</strong></td>
</tr>
<tr>
<td></td>
<td>May 17, 2022 [Tuesday]</td>
<td><strong>FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!</strong></td>
</tr>
<tr>
<td></td>
<td>May 14, 2022 [Saturday]</td>
<td><strong>FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!</strong></td>
</tr>
</tbody>
</table>

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 2022, 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

________________________________________
Instructors name Date

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

☑ RECEIVED WITH STUDENT’S SIGNATURE: ____________________________

☑ ENTERED INTO GRADE BOOK: ________________________________