Woodbury University  
Course Syllabus

AR 450.0  
PROFESSIONAL PRACTICE 3: DOCUMENTS AND PROJECT ADMINISTRATION

UNITS – 3

PREREQUISITE – AR 250, Professional Practice 1; AR 366, Contemporary Issues: Practice and Theory and AR 448, Professional Practice 2: Research and Pre-Design

SEMESTER – Spring 2007

INSTRUCTOR – Helena L. Jubany, AIA

DAYS/TIME – M, Time: 6:30 PM – 9:15 PM

ROOM – A105

REQUIRED TEXT - AIA Handbook – Student Edition  
(Suggested Additional Text: CSI Manual of Practice)

COURSE DESCRIPTION

Design delivery and project administration and firm management are studied including an analysis of documents, services, professional fees, budget and cost estimating, global markets and professional ethics.

SPECIFIC LEARNING OUTCOMES

*Ability to* speak and write effectively on subject matter contained in the professional curriculum

*Understanding of* architects’ legal responsibilities with respect to public health, safety, and welfare; property rights; zoning and subdivision ordinances; building codes; accessibility and other factors affecting building design, construction, and architecture practice

*Awareness of* the fundamentals of development financing, building economics, and construction cost control within the framework of a design project

*Awareness of* the evolving legal context within which architects practice, and of the laws pertaining to professional registration, professional service contracts, and the formation of design firms and related legal entities
Awareness of the basic principles of office organization, business planning, marketing, negotiation, financial management, and leadership, as they apply to the practice of architecture

Awareness of the different methods of project delivery, the corresponding forms of service contracts, and the types of documentation required to render competent and responsible professional service

Understanding of the role of internship in professional development, and the reciprocal rights and responsibilities of interns and employers

Awareness of architects’ leadership roles from project inception, design and design development to contract administration, including the selection and coordination of allied disciplines, post-occupancy evaluation, and facility management

Awareness of the ethical issues involved in the formation of professional judgments in architecture design and practice

AREAS OF GENERAL DISCUSSION

Employing appropriate representational media, including computer technology, to convey essential formal elements at each stage of the programming and design process

Western architectural canons and traditions of architecture, landscape, and urban design, as well as the climatic, technological, socioeconomic, and other cultural factors that have shaped and sustained them

National traditions and the local and regional heritage in architecture, landscape and urban design including vernacular traditions

Codes, regulations, and standards applicable to a given site and building design, including occupancy classifications, allowable building heights and areas, allowable construction types, separation requirements, occupancy requirements, means of egress, fire protection, and structure

Shifts which occur—and have occurred—in the social, political, technological, ecological, and economic factors that shape the practice of architecture

NAAB PERFORMANCE CRITERIA
Levels of accomplishment

-Awareness: familiarity with specific information including facts, definitions, concepts, rules, methods, processes, or settings. Students can correctly recall information without necessarily being able to paraphrase or summarize it.

-Understanding: assimilation and comprehension of information. Students can correctly paraphrase or summarize information without necessarily being able to relate it to other material or see its fullest implications.
-Ability: skill in relating specific information to the accomplishment of tasks. Students can correctly select the information that is appropriate to a situation and apply it to the solution of specific problems.

NAAB Criteria Satisfied

1  Verbal and Writing Skills       ability
23 Legal Responsibilities        understanding
26 Building Economics and Cost Control awareness
31 Legal Context of Architectural Practice awareness
32 Practice, Organization and Management awareness
33 Contracts and Documentation    awareness
34 Professional Internship       understanding
35 Architects’ Leadership Roles  awareness
37 Ethics and Professional Judgement awareness

NAAB Criteria Discussed

2  Graphic Skills
10 Western Traditions
12 National and Regional Traditions
24 Building Code Compliance
36 The Context of Architecture

INSTRUCTIONAL PROCESS

Instruction will consist of lectures, guest lectures, and class discussions.

ASSESSMENT OF STUDENT PERFORMANCE GRADING

Attendance/Class Participation      10%
Assignments                        20%
Mid Presentation/Examination       25%
Final Presentation/Examination     45%

POLICY OF PROJECT RETENTION

The university reserves the right to retain student work for archival purposes. Projects/models, assignments, and exams will be kept at the department’s discretion for this purpose.

STUDENT RESPONSIBILITY

It is the responsibility of the student to attend class/studio sessions and to work in class/studio. Woodbury University has established clear and appropriate grading and administrative guidelines. They will be followed in this class, except as amended. Students should be familiar with the various policies as stated in the Woodbury University catalog.