

School of Architecture, Dalhousie University

## **ARCH 8892.03 PROFESSIONAL PRACTICE (B4 CO-OP WORK TERM)**

Fall Term 2011

Instructor: Roly Hudson

### **CALENDAR DESCRIPTION**

A student works in some aspect of the profession for a total of 500 hours to be accomplished in no less than 12 weeks, and completes a research report or assignment. Work placements are coordinated by the co-op coordinator for Architecture and must be approved by the School. In unusual circumstances a student may apply to satisfy up to 500 hours of the time requirement through supervised research related to Professional Practice.

### **COURSE REQUIREMENTS**

This course consists of three components:

the **Work Book Assignment**, the **Work Placement**, and the **Work term Presentation**. The grade for the course is based on the Work Book Assignment (80%), the Work term Presentation in the form of a descriptive, graphic poster of your work term experience (10%), and the employer evaluation of your work term (10%), as well as the other deliverables associated with the work term (see below). All of the Work Placement requirements must be satisfied prior to receiving a grade. Course requirements are normally completed in the B4 term and submitted during the first part of the B5 term. The Work term Presentation posters will be exhibited during the Professional Practice Module in early January, 2012.

#### **1. WORK PLACEMENT:**

You are required to complete and document a minimum of 500 hours of work experience in order to receive credit for this course. The following documentary submissions are required:

- a) **BEDS Cooperative Education Agreement:** Read and sign this agreement of conduct, and submit it to Paula Costello prior to leaving for the work term.
- b) **Work Term Information Form:** Submit this form to Paula Costello by the end of your first week on the job to ensure that your work placement is approved by the School and that you will have time to meet the placement requirements in the minimum 12 weeks, and that the necessary documentary materials may be sent to your employer.
- c) **Overview of Work Experience:** Using the Employers Evaluation of Architecture Student form, write an overview of your work experience, record the start and end dates of employment, number of hours and weeks worked, and have it signed by your employer. Submit this form to Paula Costello on the first day of the B5 term.

If any of the Work Placement requirements are not fulfilled by the end of the Winter Term 2012, no grade will be given for the course, regardless of the Work Book Assignment results. This will be a barrier to BEDS graduation and admission to the M.ARCH programme.

#### **2. WORK BOOK ASSIGNMENT:**

The intention of this Work Book is that you discuss the issues and formulate your responses in consultation with your employer. Your responses may be based upon projects other than those on which you worked directly. The total length of your responses should be no more than 6 pages of text, about 3000 words, plus any supporting illustrations. Any additional material you feel is necessary should be included in an appendix. The Work Book Assignment is to be handed in to School of Architecture office by Friday, January 6th, 2012. Late submissions of the Work Book Assignment will be penalized.

#### **3. WORKTERM PRESENTATION:**

You are required to make a poster presentation on your work term to the class during the professional practice module in the second week of the winter term, 2012. The presentation is an opportunity to share with your classmates and the school the kind of architectural experience your work term provided, the kind of work the office produced, and perhaps the experience of being in another city. Everyone should prepare an 18"x24" graphic poster using a selection of representative drawings, images, text, models and buildings, and other

samples of work and your experience to illustrate the presentation. You should seek your employer's permission to copy work.

**Note:**

Please ensure that you have registered for the course prior to leaving the Faculty, and that you have provided Paula Costello with a contact address for the work term. Please update this information during the term as necessary. We ask that you complete the waiver form allowing your address information to be released to your classmates and faculty during the Work Term. If you have questions regarding the academic component of the course, please contact Roly Hudson at r.hudson@dal.ca. If you have questions regarding the work placement, please contact Paula Costello at paula.costello@dal.ca.

## **ARCH 8892.03 PROFESSIONAL PRACTICE (B4 CO-OP WORK TERM)**

### **FALL TERM 2011**

#### **PROFESSIONAL PRACTICE WORKBOOK**

The work term is an exciting stage of your architectural career where your studies of architecture come from the perspective of professional practice. This provides a unique opportunity to complement and compare the study of architecture which you have been pursuing in the academic setting of the School. The privileges and responsibilities of this mode of study are twofold:

- (1) To contribute to the office such that your participation in the work and the life of the office is valued; and
- (2) To contribute to your own knowledge and skill in architecture.

This workbook has been prepared to assist you in both of these roles. The premise of the academic program of the School is that these roles enhance each other – if you understand and make a contribution to the work and the life of the office, you will increase your knowledge and skill in architecture; if you increase your knowledge and skill in architecture, you will make a contribution to the office. The workbook has been arranged so that Design, Humanities, Technology, Representation and Professional Practice issues are all to be studied through the vantage point of the office. This parallels the structure of the academic program in the School, and should help you reflect on architectural issues in both school and office. Studies in an office setting provide an occasion to reflect from a different perspective on the studies in the School; when you return to the School, there will be occasions to reflect on office-based studies from the vantage of an academic setting.

#### **WORKBOOK TOPICS**

The topics below are intended to be general enough so that they may be studied and discussed in any type of practice situation in the realm of built environment, analysis, design or construction. However, if the work in your office does not easily lend itself to some of the studies outlined below, you should do the following:

1. Consult with your employer to see whether the work required may be adjusted to allow the topics to be studied.
2. See whether you can use other work in the office (either previous or current projects) to study the topics.
3. Consult the School to see how the topics may be re-interpreted or reformulated to allow relevant office-based studies to proceed.

The studies are not intended to be lengthy. The maximum length is suggested in the questions. Additional supporting material may be included in an appendix, if necessary. Use illustrations, including your own sketches and diagrams, as integral parts of the report, and provide appropriate captions. Please be clear that the workbook is not intended to be a recounting or diary of your work term activities; it is an academic study of issues and concerns in professional practice, based upon your place of work.

#### **WORKBOOK ASSIGNMENT**

How are people and other resources organized to undertake architectural projects? Using projects, examples and case studies from your work term office, please prepare a response to this question using the following topics:

Note that the topics included in this question might not all relate directly to the project(s) on which you are working, but to the work of the office as a whole. These topics are arranged according to the headings introduced in the Professional Practice Module last winter. Please provide approximately 450 words of text for each of the five topics below, to a maximum of 3000 words in total.

**1. THE OFFICE AND ITS ORGANIZATION** please describe:

a) The approach of the office to “getting” the work, and the organizational structure in place for then “doing” the work. What kind of office is it? How is it organized? How would you describe the working environment?

**2. PROJECTS AND THEIR ORGANIZATION** please describe:

a) The various stages of an architectural project in your office.

b) The many disciplines and people involved in architectural projects, and what they do.

c) How information is represented as projects are developed from one stage to the next, and how this information is managed within and out of the office.

**3. BUILDING ECONOMICS AND PROJECT MANAGEMENT** please describe:

a) The methods used for the prediction, control and determination of construction costs and construction budgets of projects as they move through the various stages.

b) The methods used for the prediction and control of office time and office costs on projects.

**4. CONTRACTS AND CONTRACT ADMINISTRATION** please describe:

a) The individuals/organizations involved in architectural projects which have contracts between them and the areas of responsibility which these contracts cover.

b) The way in which your office "administers" the owner-architect and owner-builder contracts to achieve completed projects.

**5. REGULATIONS, AUTHORITIES AND PROFESSIONAL CONDUCT** please describe:

a) The ways in which the public health, safety and environmental effects of projects are addressed in the design of projects (i.e. the building codes and regulations that affect the finished building) including ways in which municipal planning regulations are considered.

b) The way in which projects may pose ethical considerations such as those in Codes of Conduct, and how your office would react.

c) The way in which projects may pose legal considerations such as those in the Architects Acts.

d) Your own and your offices attitude toward the role of internship in the development of an educated architect.

e) Your own and your offices attitude toward the profession of architecture, and the role it plays in society.

August 2011