

Dalhousie University - School of Architecture
ARCH 5308.03/ 5309.03 **Professional Practice (Co-op Work Term)**
ARCH 5310.00 **Co-op Work Term Continuation**
Winter/ Summer 2012
Instructor: Brian Lilley (brian.lilley@dal.ca)

Calendar description - ARCH 5308.03/ 5309.03 Professional Practice (Co-op Work Term)

A student works in the architectural profession for a total of 1000 hours in no less than 24 weeks and completes a research report or assignment. Work placements must be approved by the School of Architecture. A student may apply to satisfy up to 500 hours through supervised research related to Professional Practice.

Calendar description -ARCH 5310.00 Co-op Work Term Continuation

A student who has already registered for ARCH 5308 and ARCH 5309 may continue the co-op work term for up to three additional terms. While registered in ARCH 5310, a student's university status changes to part-time.

Co-op Work Term

The co-op work term is integral to your graduate studies in architecture. Your selection of an architectural office and/or its location should be aligned with your academic plan and thesis interests. The two halves of the work term (ARCH 5308 and 5309) are completed consecutively to encourage sustained and responsible professional experience. While registered for a work term (or work term continuation) you must be working full-time in an office, working full-time on supervised research, or actively looking for work. The work term is not intended for taking courses, working in another field, or taking time off. Work term continuation is permitted to enable up to one year of extended professional work experience. Work placements, work term continuation, supervised research, or any departure from the standard work term sequence must be approved in advance by the School's Professional Practice Teaching Group. Work term courses and work requirements must be complete prior to commencing your thesis terms.

Co-op Work Term Continuation

If you wish to extend your work term for an extra year, you must obtain prior approval from the School's Programme Committee and Professional Practice Teaching Group by submitting a request to the Graduate Coordinator (parcell@dal.ca) by **July 16, 2012**. If approved, you must submit a Graduate Student Program Update Form (www.dalgrad.dal.ca/forms/students/#progupdate) to change your student status from full-time to part-time. You must also register for ARCH 5310: Work Term Continuation during the next three terms. Please note that your student status changes to part-time while registered in ARCH 5310; this may have implications for student loans.

Course requirements

The course consists of three components: the Work Placement, the Work Book Assignment, and the Work Term Presentation. The grade for the course is based on the Employer Evaluation of the Work Placement (10%), the Work Book Assignment (80%) and the Work Term Presentation (10%). Course requirements are completed during the work terms and are submitted before the Thesis Preparation term.

1. Work Placement

You are required to complete and document a minimum of 1000 hours of work experience (in no less than 24 weeks) in order to receive credit for this course. Not less than one term of 4 months (and half the required weeks/ hours of work) must be spent in a professional architecture office, and not more than 4 months (and half the required weeks/ hours of work) may be spent on supervised research; research must be related to the professional practice of architecture and approved by the professional practice teaching group. During work terms (or work term continuations) a student may not enroll in coursework greater than 3 credit hours or the equivalent each term. The following documentary submissions are required to receive a grade for the course:

- a. Work Term Agreement: Read and sign this agreement of conduct, and submit it to Paula Costello prior to leaving for the work term.
- b. Work Term Placement Information Form: Submit this form to Paula Costello as soon as possible after starting work, and not later than the end of your 1st week of work in January, to ensure that your work placement is approved by the School.
- c. Overview of Work Experience: Complete this form, including start and end dates of employment, and have it signed by your employer. Submit this form to Paula Costello no later than 10 Sept 2012.

Failure to submit Work Placement documentation before the start of your Thesis Preparation term will result in a penalty of one half letter grade. It will also impact your thesis continuation status (if thesis continuation is required).

2. Work Book Assignment

The Work Book is a critical analysis of your work experience. It is based on direct experience, interviews, and discussions with your employer and colleagues. It is also supported by research, including a review of relevant literature, legislation and professional handbooks, and the Canadian Handbook of Practice. The Work Book is an academic report, and must include critical analysis, citations, diagrams and charts. Expect to spend at least 40 hours on research, preparation and completion of this assignment. Detailed requirements for the Work Book Assignment are in the attached description.

Deadline: The Work Book Assignment must be submitted to the School Office by 4:00 p.m. on 10 Sept 2012. Late submissions of the Work Book Assignment will be penalized one-half letter grade.

3. Work Term Presentation

Work Term Presentations are an opportunity to share with your classmates and the School the kind of architectural experience your work term provided. Prepare an 8-10 minute PowerPoint presentation using a selection of representative drawings, models and photos of your work and experience, to be presented during the early part of your Thesis Preparation. Please include one slide for each of the work book topics, related to your work term experience. Make sure to secure your employer's permission to copy/show office work. All students will normally make a presentation. Presentations should include 20-40 slides.

Notes

Before departing, provide Paula Costello with a signed Work Term Agreement and a contact address for the work term. Update this information during the term as necessary. Please also complete the waiver form allowing your address information to be released to your classmates and faculty during the Work Term. For questions regarding the content of the course, please contact Brian Lilley (brian.lilley@dal.ca); regarding the work placement, please contact Paula Costello (paula.costello@dal.ca).

Please remember that continuous registration is a requirement of Graduate Studies at Dalhousie; failure to register for any term may result in your automatic dismissal from the MArch programme by the Faculty of Graduate Studies.

Rosetti Scholarships - If you are applying for or have received a Rosetti Scholarship, please note that up to 200 hours and 5 weeks of the allotted research time may be used for that purpose. To facilitate this, a separate work-term Information form describing the work will need to be submitted to Paula Costello before the scholarship study begins. An overview with verification of the number of hours and weeks worked will need to be submitted by 10 Sept 2012.