



ARC 5922 - Professional Practice 2 (Online) – CRN 3681– Spring 2008

COURSE TITLE BLACKBOARD SITE	ARC5922 Professional Practice 2 Spring 2008 – http://my.ltu.edu and select CRN 3681
INSTRUCTOR	Matthew J. Bohde, AIA Associate and Project Manager, Harley Ellis Devereaux Corporation mjbohde@hedev.com Business Phone: 248.262.1630, Cell Phone: 248-514-4946 Telephone Hours: Monday – Saturday 9:00am – 5:00pm Office hours by appointment
SCHEDULE	January 14 th thru May 9 th 16 weekly modules plus 1 break week See http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for LTU academic calendar information.
LEVEL / HOURS PREREQUISITE	Masters Degree/3 credit hours
REQUIRED TEXT (See Blackboard for additional resources)	The American Institute of Architects, Joseph A. Demkin, AIA, Executive Editor “The Architect’s Handbook of Professional Practice, Student Edition” Thirteenth Edition John Wiley & Sons, Inc., Publisher ISBN 0-471-176-72-9 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDENDA	LTU Online student resources http://www.ltu.edu/ltuonline/currentonline.asp Course-specific information is provided in the “Course Information” area
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the LTU Help Desk, 248-204-2330 or vitr@ltu.edu

Educational Goals

Building on and complementing the principles covered in Professional Practice 1, this course concentrates on the development and understanding of firm wide practice knowledge and skills. General principles covered in Professional Practice 2 will address applications within the context of the architectural business entity. Topics include firm types and structure, ethics, strategic planning, marketing and public relations, human resource management and leadership, contract form and negotiation, and risk management.

A brief video overview of this course is available at <http://www.ltuonline/nnnnn>

Objectives

The student should be able to understand the basics of architectural practice and how the art and science of architecture operates within the structure of the profession and business of architecture

Prerequisite Skills

ARC5913 Professional Practice 1, Minimum Grade of C-

Instructional Methods and Course Organization

A variety of instructional methodologies are used in this course. List the specific methods used in your course, which may include but are not limited to:

Blackboard learning environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated Powerpoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages, telephone conference calls.

Self-assessments – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.

Required readings – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

Publisher Web Site – <http://www.wiley.com>

Class Policies and Expectations

I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal.

Here are some general expectations regarding this course:

Each student has a LTU e-mail account. If you wish to use a different e-mail address for this course, please **change your e-mail address in Blackboard under “Student Tools”** and send an e-mail to me so I can store your address in my e-mail directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. If business travel will take you away from regular participation, please clear these dates with me in advance.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office-compatible software. If you need to submit an assignment via e-mail, contact the instructor in advance. Late work will be reduced in value.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus and on the LTU Online web site.

Be prepared to log into Blackboard at least once each day. Please focus your on-line correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:

I will be available to you via e-mail and phone, and will try to promptly reply to your messages.

I will be available to you for face-to-face appointments as requested.

I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.

I will post announcements and/or send out a weekly e-mail updates to all class members to guide upcoming work and remind you of assignment due dates.

I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.

I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.

If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.

Course Schedule

This fully online course begins with a one-week online course orientation period to familiarize yourself with the online learning environment and to meet online or via phone with your instructor. Each week starts on a Monday and ends on a Sunday.

Dates	Modules	Reading/Lecture/Topic	Assignments Due
Prior to Start of Semester and Week of Jan 14 – Jan 20	Module 0	Overview of textbook Online Learning Orientation Course Orientation	Course orientation Instructor conversation (Bb = Blackboard Online Discussion)
Week of Jan 21 – 27	Module 1	Text Chapter 5 / PowerPoint Firms	Bb Forum
Week of Jan 28 – Feb 3	Module 2	AIA Code of Ethics / PowerPoint & Video Ethics/Leadership	Bb Forums
Week of Feb 4 – Feb 10	Module 3	Text Chapter 6 / PowerPoint Marketing 1	Bb Forums
Week of Feb 11 – Feb 17	Module 4	Text Chapter 6 / PowerPoint Marketing 2	Bb Forums Ethics Assignment #1 Due
Week of Feb 18 – Feb 24	Module 5	Text Chapter 8 / PowerPoint Human Resources	Bb Forums
Week of Feb 25 – Mar 2	Module 6	Reading / Guest PowerPoint The American Institute of Architects	Bb Forum
Week of Mar 3 – Mar 9	Module 7	Midterm Exam	Exam
Week of Mar 10 – Mar 16	Semester Break	NONE	NONE
Week of Mar 17 – Mar 23	Module 8	Text Chapter 9 / PowerPoint Compensation	Bb Forum
Week of Mar 24 – Mar 30	Module 9	Text Chapter 13 / PowerPoint Project Management	Bb Forum
Week of Mar 31 – Apr 6	Module 10	Text Chapter 9 / PowerPoint / Video Delivery Methods	Bb Forum
Week of Apr 7 – Apr 13	Module 11	Text Chapter 7 / Video Financial Management	Bb Forum
Week of Apr 14 – Apr 20	Module 12	Text Chapter 11 / PowerPoint / Video Risk Management	Bb Forum / Dollars & Sense Assignment #2 Due
Week of Apr 21- Apr 27	Module 13	Text Chapter 10 / PowerPoint Agreements	Bb Forums Final Course Evaluation Due
Week of Apr 28 – May 4	Module 14	Text Appendix C / PowerPoint AIA Documents	Bb Forum
Week of May 5 – May 11	Module 15	Final Exam	Exam

Student Evaluation

The course has five assignments totaling 100 points (left column). Letter grades are awarded based on the total number of points achieved (right column). Points are deducted for late assignments.

Assignments	Points
Assignments #1 & #2 @ 10 each	20
Midterm Exam	26
Final Exam	26
Online Participation = 14 @ 2 each	28
Total Points	100

Class Points	Letter Grade
96 and above	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D
60 and below	E

Note: Grades lower than “B” fall below the LTU graduate standard

Practical Guidelines for Class Load Expectations

A three-credit graduate course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

A 14-week semester (the Summer “E” semester is compressed into 11 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.

You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.

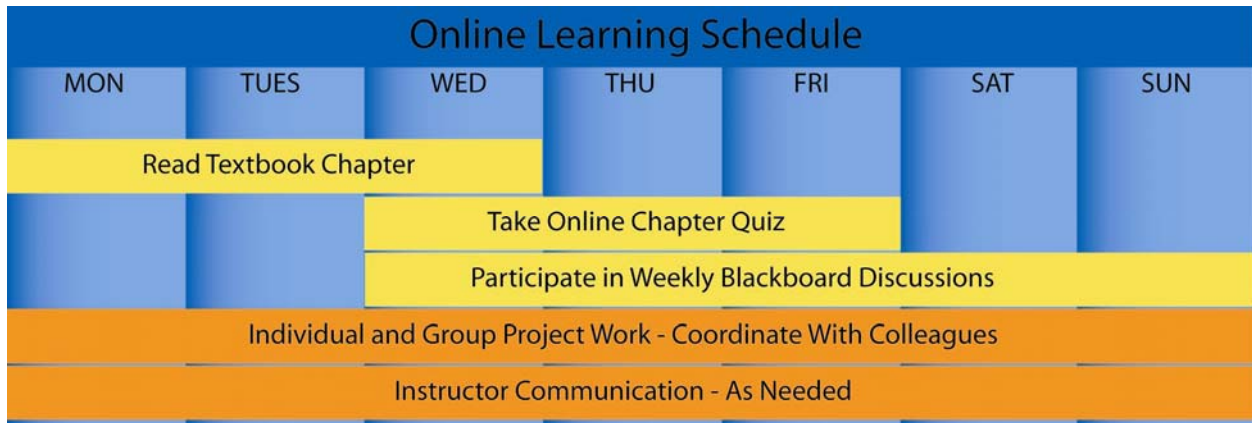
You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:

8-9 hours preparing your case study review;

24-40 hours working with your group on the three parts of your semester-long project; and

8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic can be used to guide you in planning your weekly course work to remain on schedule:



Assignment Details

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should **not** submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Assignment #1 (10 Points)

Paper: Minimum 4 double-spaced typed pages

Due Date: Saturday Midnight of Module 4 Week.

Subject: Ethics

Contents:

- What is ethics?
- Is it important and why?
- Recount an ethical dilemma, either personal or historical.
 - Discuss what options for action were available and considered.
 - Discuss which action was chosen and whether you believe it was the right one.
- Discuss what ethical dilemmas you have seen, or believe you could see, in the practice of Architecture.

Assessment: Grading will be based on understanding of the subject, content and meeting the requirements above for length and subject matter coverage.

Value: 10 Points maximum

Assignment #2 (10 Points)

Under Construction

Describe in specific terms how the student's work will be evaluated. An example follows:

Your case study document (up to 5 points)

Nominal three page case with title and team member names – 2 points

Organization and overall writing quality – 2 points

Assignment submitted on time – 1 point

Your critique (up to 3 points)

Use of either a "lessons learned" or "best practices" approach – 2 points

Overall critical thinking and writing quality – 1 point

Your citations (up to 3 points)

Use of at least three citations from trade or academic journals – 2 points

Use of APA citation formatting – 1 point

Your Blackboard discussion forum posting and response to questions (up to 4 points)

Posting your document and a brief "executive summary" – 1 point

Posting one or two focused questions for follow-up discussion – 1 point

Responses to questions from class members – 2 points

Online Participation (28 points)

Each student is expected to actively participate in online activities. **Class participation is evaluated to a maximum of 28 points** based on viewing lectures, reading the required readings and actively participating in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students.

Syllabus Addenda

If required, Syllabus addenda will be announced in Blackboard announcement area and simultaneously e-mailed to students.

Please see the LTU Online "Current Students" web site <http://www.ltu.edu/ltuonline/currentonline.asp> for comprehensive information about Lawrence Tech's academic services, library services, student services, and academic integrity standards. The contents of this web site is explicitly included as syllabus requirements.

The LTU Online "Current Students" web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the SafeAssignment anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the LTU Online web site regarding the use of the SafeAssignment product.