

SYLLABUS

Class meeting times:	<i>M W F 2nd Period – 4th Period (8:30 AM – 11:30 AM)</i>
Studio/Lecture:	322 ARC
Credits:	5
Instructor:	Daniel Manley, PLA, LEED-AP, ASLA
Office:	434 ARC 352-294-1442 dmanley@ufl.edu
Office hours:	<i>R 10:00-11:30 and by appointment</i>
Canvas e-learning Website:	http://elearning.ufl.edu

Course Overview

The first course in Landscape Construction is designed to integrate the theories and principles of landscape architectural design with the important technical skills necessary to document and construct the work. These skills include grading, drainage, stormwater management, and road/pathway geometry. These skills will be applied through hand drawings, study models and CAD drawing production in the form of construction documents.

Course Objectives

- *To understand and apply skills in the siting and grading of structures and surfaces in the landscape. Also, to apply earthwork calculations and understand their role in design implementation.*
- *To develop discipline, accuracy and graphic communication skills necessary to produce contract document drawings.*
- *To understand and apply the principles of drainage and stormwater management in relation to grading and other expressions of landscape design. Also, to develop related drainage structure details.*
- *To understand and apply the principles of horizontal and vertical road alignment.*

Prerequisite Knowledge and Skills

Students are required to have completed LAA2376 and 2379: Design Communication 1 & 2. Students are expected to have a foundational knowledge of the design process, a basic understanding of AutoCAD, and the skills developed in the prerequisite courses to produce digital and hand-drawings.

Teaching Philosophy

The course will be a combination of lectures and in-class and out-of-class studio work. The lecture portion of the course will be taught in a logical, step-wise manner that is process-oriented and builds upon topics presented each week. The studio portion of class will provide the student opportunities to apply the concepts presented in the lectures through various exercises and assignments. As the learning process is largely based on feedback and criticism of work, the student's self-motivation and preparedness for class are critical to the success of the student.

Instructional Methods

Course instruction will be a combination of lectures, readings, field visits, and individual instruction/desk critiques of student work. Methods by which students are evaluated and graded include in-class exercises, problem sets, design projects, online quiz, and participation.

COURSE POLICIES

Class Attendance and Participation

- **Participation in class is critical.** Attendance is mandatory, and students are expected to arrive on time. More than four unexcused absences will result in 28% reduction in your grade. Acceptable reasons for excused absences are as follows:
 - Illness
 - Serious family emergency
 - Special curricular requirements (e.g., judging trips, field trips, professional conferences)
 - Military obligation
 - Severe weather conditions
 - Religious holidays
 - Participation in official university activities such as music performances, athletic competition or debate.
 - Court-imposed legal obligations (e.g., jury duty or subpoena)
- A doctor's note (e.g., doctor's verification of visit form or excuse note) must be provided for an illness to be considered excused. You must schedule a meeting with the instructor to discuss any other excused absence before it will be considered excused. The instructor will not be responsible for coordinating the meeting; it is the student's responsibility.
- If necessary, students shall be permitted a reasonable amount of time to make up material or activities covered in their absence; however, absences do not affect project deadline dates unless prior arrangements have been made.
- Studio work time and desk critiques are essential to the learning experience; therefore, attendance is expected for the entire class time. During the studio (desk instruction) portion of the course, it is expected that all students will be in attendance for the entire class and working on LAA3420 assignments. Attendance may be taken more than once during class (e.g., at the beginning and at the end of class). Arriving late to class, leaving during class for extended durations, leaving early from class, or working on assignments from other courses may be considered being absent. The same attendance policies stated above will apply.
- The instructor will not provide the student notifications regarding absences and tardiness. You may email the instructor should you have any questions regarding your attendance.
- Work must be done in the studio and computers must be brought to class; instruction will not be given outside the studio during class times (e.g., in the computer lab).
- Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Class Demeanor

- Please schedule an office meeting for any discussions regarding attendance, tardiness, and late assignments. Do not discuss these issues with the instructor while in the studio.
- Studios are public places. The studio doors are locked, however, it is also suggested that you store any valuables under lock or bring them home with you.
- *Cell phones must be turned off during class.*
- Working on your computer during lecture is not permitted unless you are taking notes.
- Please respect other students work. Due to tight quarters, it is especially important to keep spaces and common spaces clean. Also be mindful and respectful of playing music and other audio.
- Many classes will include "desk crits" at each student's desk. It is expected that your desk be orderly and you have a scale and a roll of trace available when the instructor arrives at your desk.

Submission of Student Work

All student work may be retained and used by the Department of Landscape Architecture. Digital copies of student work for this course must be turned in at the completion of each assignment. Please follow the directions given by the instructor as to how they will be submitted (e.g., Canvas, CD, PDF, word file, etc.). If an assignment is required to be scanned, it must be scanned; photographs of assignments are not acceptable. If a multipage PDF is requested, do NOT submit each page as a separate PDF. It must be submitted as one file. Point deductions on the assignment may result from not following submittal directions or providing incorrect submittal or file formats.

All files must be named as follows:

(Course#Name)(Project+Description)(Student-Lastname).(pdf)

Example:

3420LACost1GradPlanSmith.pdf

4ch 8ch 8ch 6ch (ch = letter characters)

- Use CAPS for Separation
- Save images in PDF format at a maximum 200 resolution
- *No spaces, hyphens, or underscoring*

Texts, Software and Other Resources

The following texts are required:

- Strom, Nathan, and Woland; *Site Engineering for Landscape Architects*, Sixth Edition (this text can be found as an e-book on UF's library website; however, it is recommended that you have a hardcopy of the book)

The following texts are recommended:

- Ferguson, Bruce K.; *Introduction to Stormwater : Concept, Purpose, Design*; First Edition
- Aymer, Valerie; *Landscape Grading: A Study Guide for the LARE Grading Examination*
- Harris and Dines; *Timesaver Standards for Landscape Architecture*; Second Edition

The following software is required:

- AutoCAD Civil3D (2015 or higher)
- Boot Camp or Parallels (to run AutoCAD Civil3D in Windows environment for Mac users)
- Rhino (can be done through UF Apps; however, a purchased individual license is highly recommended)
- MS Office (Word, Excel and Powerpoint)
- Adobe Acrobat Reader or similar pdf reader

All students are required to have a laptop computer that meets the Department's computer requirement. If a Mac is being used, you must run AutoCAD Civil 3d in a Windows environment such as Boot Camp or Parallels. Do not wait to install this. In addition, a stand-alone, scientific calculator is recommended for this class.

In addition, multiple models will be built in this class using the Fab Lab. You will be required to provide the necessary materials to use the Fab Lab (e.g., chip board and plywood) as well as any material costs required by the Fab Lab (e.g., CNC Router costs, 3D Printer Costs).

Course Materials on Canvas

The digital course materials provided on Canvas (e.g., lectures, assignments, quizzes, et cetera) are provided for personal study and are not intended for distribution by electronic or other means. Further distribution or posting on other websites is not permitted.

Communication

Students may contact the instructor via phone, email, or in-person. Email is the primary communication method to contact the instructor outside of class time and office hours. Please use the email address listed above. Also, please only communicate with your instructor using your ufl.edu account or through the Canvas message system. Do not send emails from other accounts such as gmail.

UF POLICIES

Student Accommodations

Support services for students with disabilities are coordinated by the Disability Resource Center in the Dean of Students Office (352-392-8565, www.dso.ufl.edu/drc/). To obtain individual support services, each student must meet with a support coordinator in the Disability Resources Program who will work with the individual student and the instructor to determine appropriate support strategies. There is no requirement for a student to self-identify his/her disability; however, students with disabilities requesting accommodations should first register with the Dean of Students Office. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service. Students with disabilities should follow this procedure as early as possible in the semester. Accommodations will be provided once the accommodation letter is presented to the instructor; accommodations are not retroactive.

Academic Honesty

The University requires all members of its community to be honest in all endeavors. When students enroll at UF they commit themselves to honesty and integrity. The faculty of Landscape Architecture fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF. In completing the registration form at the University of Florida, every student has signed the following statement:

"I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

Furthermore, on work submitted for credit by all UF students, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is to be assumed that all work will be completed independently unless the assignment is defined as a group project by the instructor. This does not mean that students cannot help one another in learning material, but all work that is turned in must be independent work of that individual.

Misrepresentation or plagiarism, such as claiming another's work to be one's own, refers to graphic, images, and design work as well as written work. Submitting work from one course to fulfill the requirements of another (unless expressly allowed by the instructor) is also misrepresentation.

The University Honor Code and the Department of Landscape Architecture Academic Honesty Policy are to be followed to the letter. Any students found to have cheated, plagiarized, or otherwise violated the Honor Code in any assignment will be punished according to the severity of the act and may be referred

to the Honor Court. It is each student's responsibility to report any infraction, and it is expected that each faculty will report all infractions as well.

For more information, see <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/> and the Department of Landscape Architecture Academic Honesty Policy.

Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. For a description of what is expected and what will occur as a result of improper behavior see the University's [Netiquette Guide for Online Courses](#).

Religious Holidays

The university calendar does not include observance of any religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

University's Syllabus Policy

The University's complete Syllabus Policy can be found at:
<http://syllabus.ufl.edu/media/aaufledu/policies/Syllabus-Policy.pdf>

GETTING HELP

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Counseling Resources

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

GRADING POLICIES

Course grades will be based on problem solving skills as they relate to the accomplishment of the objectives. Grading will adhere to the University of Florida Grade Policy:

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Numeric Grade	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0
Quality Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0

For greater detail, see the Registrar's Grade Policy regulations at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

As per department policy, Landscape Architecture Majors must receive a C or better to move forward. Any grade lower than a C will require that the course be taken over again.

Students will be evaluated based on assignments the below. Course grades will be based on the following approximate weighting (subject to change):

Description	Percentage of Total Grade
Assignment 1: Exercise Set A	10%
Assignment 2: Exercise Set B	10%
Assignment 3: Seattle Assignment	7%
Assignment 4: Grading Project 1	15%
Assignment 5: Grading Project 2	20%
Assignment 6: Grading Project 3	15%
Assignment 7: Roadway Geometrics	10%
In-class Assignments	5%
Final Quiz	8%
Total Assignment Points	100%

Assignments are expected to be submitted by the specified due date. If no prior arrangement is made with the instructor for a late submittal, the maximum points that the student can earn for the assignment will be reduced by 5% for every day it is late. For example, if a 30 point assignment is two days late, the maximum points that the student can receive for the assignment is 27 points (i.e., 90% of 30). If the student receives the equivalent of an 85% on the assignment, the student would receive 25.5 points (85% of 27 points). A due date and time will be provided for every assignment, and an assignment is considered a day late if it is submitted after the specified date and time. The deadline is a hard deadline; no exceptions will be made for scanning, computer related issues, uploading, et cetera. An additional 5% reduction will be assessed every 24 hours from the due date. Assignments that are ten days late or more will be graded out of 50% of the total points of the assignment. Late assignments will be accepted on or before the last day of class. A grade of zero will be given until the assignment has been turned in.

Assignment submissions may be updated and re-uploaded to the Canvas site as needed prior to a submittal deadline. Once the deadline has passed for an assignment and a submission has been made, additional submittals are not guaranteed to be accepted. If the updated, late submittal is accepted, the entire submittal will be considered late and points will be deducted based on the date of the late submission. In addition, it is the student's responsibility to ensure that a submission is complete; missing items will not be given credit.

Assignments will be due at 8:00 AM on the stated due date unless otherwise specified.

Evaluation of Faculty

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

LAA3420 - Weekly Course Schedule (subject to change)

Week	Topic	Assignments
1	Contours	Assigned: A01- Exercise Set A
2	Slope and Interpolation	
3	Grading Linear Elements, Planes and Terraces No Class: September 3	Due: A01 - Exercise Set A Assigned: A02 - Exercise Set B
4	Grading for Structures, Walls, and Stairs; Introduction to Stormwater	Assigned: A03 - Seattle Assignment
5	Seattle Trip	
6	Introduction to Site Grading and Fab Lab Orientation	Due: A02 - Exercise Set B
7	Introduction to Fluid Mechanics and Rational Method	Due: A03 – Seattle Assignment Assigned: A04 – Grading Project 1
8	Modified Rational Method No Class: October 12	
9	Pipes, Swales and Weirs; Manning’s Equation	Due: A04 – Grading Project 1 Assigned: A05 – Grading Project 2
10	Earthwork	
11	Intermediate Site Grading	
12	Intermediate Site Grading	Due: A05 – Grading Project 2 Assigned A06 – Grading Project 3
13	Intermediate Site Grading No Class: November 13	
14	Introduction to Transportation No Class: November 21 and 23	
15	Horizontal Alignment and Vertical Alignment	Due: A06 – Grading Project 3 Assigned: A07 – Roadway Alignment
16	Additional Roadway Standards Final Class: December 5	Due: A07 – Roadway Alignment