

**SYLLABUS**

<b>Class meeting times:</b>	<i>M W F 2<sup>nd</sup> Period – 4<sup>th</sup> Period (8:30 – 11:30 AM)</i>
<b>Studio/Lecture:</b>	<i>Online via Canvas (Zoom Conferences)</i>
<b>Credits:</b>	<i>5</i>
<b>Instructor:</b>	<i>Daniel Manley, RLA, LEED-AP, ASLA 352-294-1442 <a href="mailto:dpmanley@ufl.edu">dpmanley@ufl.edu</a></i>
<b>Virtual Office Hours:</b>	<i>T 9:00 AM – 11:00 AM or by appointment</i>
<b>Teaching Assistant:</b>	<i>Sebastian Hilpl <a href="mailto:sebastian.hilpl@ufl.edu">sebastian.hilpl@ufl.edu</a></i>
<b>Canvas e-learning Website:</b>	<i><a href="http://elearning.ufl.edu/">http://elearning.ufl.edu/</a></i>

**Course Overview**

*This course in Landscape Construction integrates the theories and principles of landscape design with structural design, selection and specification of materials, irrigation design, material take-offs, and cost estimating. Implementation processes are emphasized at detail design levels.*

**Course Objectives**

- *Objective 1: To introduce and facilitate a working knowledge of structural systems common to landscape architecture (freestanding and retaining walls, non-habitable wood construction)*
- *Objective 2: To develop skills of order, discipline, precision and accuracy in construction documents*
- *Objective 3: To understand the proper use of construction materials commonly used to implement landscape architectural design and the related connections with other materials*
- *Objective 4: To understand the interrelationship of construction and design and the development of skills of organization, precision and accuracy in construction documentation.*
- *Objective 5: To understand and apply the principles of irrigation design including water conservation techniques and technologies*

**Prerequisite Knowledge and Skills**

*Students are expected to have a foundational knowledge of the design process, a working knowledge of AutoCAD, the ability to develop digital and hand graphics, and the skills developed in the prerequisite course.*

**Teaching Philosophy**

*The lecture portion of the course will be taught in a process-oriented manner that builds upon topics presented each week. Concepts will be reinforced through activities. The studio portion of class will provide the student project-based opportunities to apply the concepts presented in the lectures and activities. The studio will reflect the learning style found in professional working studios; criticism of work will be given in the form of virtual desk critiques. As the learning process is largely-based on feedback, 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, activities (including exercises and quizzes), and individual instruction/desk critiques of student work.*

## COURSE POLICIES

### Class Attendance and Participation

- **Participation in class is critical.** Attendance is mandatory, and students are expected to arrive on time. 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)
- If necessary, students shall be permitted a reasonable amount of time to make up material or activities covered in their excused 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 (critique) portion of the course, it is expected that all students will be in attendance for the entire class and working on LAA3421 assignments. Arriving late to class, leaving during class for extended durations (even if you remain logged-in to Zoom Conferences), or leaving early from class may be considered being absent from class.
- 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.
- 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/UGRD/academic-regulations/attendance-policies/>

### Class Demeanor

- You are encouraged to keep your camera on during the lecture and critique portions of the class. It is helpful to the instructor and the learning experience.
- Many classes will include virtual desk critiques. It is expected that you have a method for displaying your work digitally. The instructor will provide a sign-up list through the Canvas calendar. You are expected to sign-up for a time slot. Critiques will be in breakout rooms. You are expected to remain in the general group room when you are not in a breakout room and are encouraged to interact with your fellow students during that time.
- Please schedule an office meeting for any discussions regarding attendance, tardiness, and late assignments. Do not discuss these issues with the instructor during studio time.

### 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:*

*3421LAConst2HardscapSmith.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 (can be found online through the UF Libraries)

The following software is required:

- Civil3D and LandF/X (latest version)
- MS Office (Word, Excel and Powerpoint)
- Adobe Suite Products (Photoshop, Illustrator, and In-Design)
- Rhino or Sketch-up
- Adobe Acrobat Reader or other PDF reading software

All students are required to have a laptop computer that meets the Department's computer requirement. If a Mac is being used, AutoCAD should be run in a Windows environment using Boot Camp or Parallels (or equivalent software). LandF/X only runs in a Windows environment.

Physical model building may be required as part of the assignments. Therefore, students should anticipate costs related to model building.

### **Course Materials and Class Recordings 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.

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Please note that not all class sessions will be provided and copies of the PowerPoint slides will not necessarily be provided. Students should expect to attend class as required and take their own notes in class.

## **Communication**

Students may contact the instructor via phone or email. 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/](http://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.

### **GETTING HELP**

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

- [Learning-support@ufl.edu](mailto: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](mailto: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.

### ASSIGNMENTS

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

Description	% of Total Grade
Studio Project 1	50%
Studio Project 2	40%
Activities	10%

Studio projects are intended to demonstrate the student's proficiency in the module and course learning objectives. Studio Project 1 will cover modules 1-3. Studio Project 2 will center on modules 4 and 5 and may reinforce certain portions of modules 1-3. Each studio project will have interim project deadlines focused on specific modules. Activities are smaller exercises expected to be done weekly and will be evaluated based on successful, timely completion of the activity.

Studio projects 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 project will be reduced by 2% for every day it is late. Projects are out of 100 points. Therefore, if a 100-point project is five days late, the maximum points that the student can receive for the project is 90 points (i.e., 90% of the total grade). If the student receives the equivalent grade of an 85% on the project, the student would receive 76.5 points (85% of 90 points). Projects that are ten days late or more will be graded out of 80% of the total points of the assignment. Late projects will be accepted on or before the last day of class. A grade of zero will be given until the project has been turned in.

Timely submission of activities is included as part of the activity rubric.

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. Assignments are considered an additional day late every 24 hours from the due date.

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.

**Evaluation of Faculty**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

**LAA3421 - Weekly Course Schedule (subject to change)**

Week		Topic	Assignments
1	Module 1	Course Introduction Dimensioning and Layout	Assigned: Studio Project 1
2		Dimensioning and Layout <i>Labor Day (Monday, Sept 7)</i>	
3	Module 2	Irrigation	
4		Irrigation	
5		Irrigation <i>Homecoming (Friday, Oct 2)</i>	
6	Module 3	Vertical Construction – Walls	
7		Vertical Construction – Walls	
8		Vertical Construction – Walls	
9	Module 4	Pavements	Assigned: Studio Project 2
10		Pavements	Due: Studio Project 1
11		Pavements and Specifications <i>Veterans Day (Wednesday, Nov 11)</i>	
12		Pavements	
13	Module 5	Vertical Construction – Wood <i>Thanksgiving (Nov 25-27)</i>	
14		Vertical Construction – Wood Estimating	
15		Vertical Construction – Wood <i>Reading Days (Dec 10-11)</i>	Due: Studio Project 2

*Note: Activity Deadlines and Interim Project Submittal Deadlines are not shown. Activities are weekly and are due on the Friday of the week they are assigned at 11:59 pm unless otherwise noted in the activity. Module-based Interim Project Submittals are due Monday morning at 8:30 am unless otherwise noted in the project assignment.*