**School of Architecture – University of Florida**

**ARC 6281 Architectural Professional Practice**

**Section 6721, UF Gainesville**

**Section 1B03, UF CityLab Orlando**

**Spring 2022**

**Alfonso Perez-Mendez**

Prerequisite: ARC 3463; 4th year undergraduate or any graduate standing

Credits: 3

Type of Course: Lecture/Seminar

Time: Fridays, Periods 7-8-9 (1:55 PM to 4:55 PM)

Room: Rinker 106

Faculty email: alfperez@ufl.edu

Faculty office: 2nd floor Architecture Building

(For office hours refer to the chart posted at the door of the faculty office)

**Class schedule:** IMPORTANT: for all dates and times for Classes, Professional Practice Conversations (PPC), Exams, and deadlines for the four sets of deliverables (Contract, Professional Portfolio, PPC 02-05 and PPC 06-10) see the adjacent Class Schedule, one that given the amount of guests and activities, will be updated via email during the semester if needed.

**Course Description**: Comprehensive introduction to architectural professional practice, office and project management, construction documentation, cost estimating, contracts, regulations, and standards of ethical and professional activity.

**Course Objectives**: **1**. To require students in a professional program to understand and be able to engage the principles of architectural practice as a historical discipline and a contemporary profession.

**2**. To provide an overview of professional practice, as well as specific examples of the variety of practice types in place today.

**3**. To define the role and function of the practicing architect in today’s environment, and speculate and plan about tomorrow’s profession and society.

**4**. To introduce the student to the business and practices of architecture through the management principles of both office and project.

**Subjects covered:** THE PROFESSION

* 1. Introduction to the Class: the practice of architecture as a contractual agreement
	2. Ethics, Professional Conduct, and the Regulation of Professional Practice
1. PRACTICE
	1. The Conception of Architectural Practices, Legal Structure, Legal Issues and Insurance
	2. Marketing an Architectural Practice. Generation of, and Response to, Client Requests
	3. Managing an Architectural Practice, Financial Planning, and Causes for Practice Failure
2. THE PROJECT
	1. Project Definition, Phases in the Life of a Project, Basic vs. Additional Services and Compensation
	2. Project Development from Schematic Design to Construction Documentation
	3. Project Execution from Bidding and Negotiation to Construction Administration to Closeout
	4. Project Delivery Methods
	5. Management of the Project and its Budget, Architect responsibilities with the budget
	6. Building Codes and Regulations

**Course Methodology**: **The course has FIVE components:**

**1**. **Eleven Lecture/Discussion Sessions, 75 minutes each**

The lecture/discussion sessions will take a traditional form, but are dominated by a collective discussion. The basis for these discussions will be obligatory readings assigned weekly to the whole class. Most of the readings will come from the required class textbook: The Architecture Student’s Handbook of Professional Practice.

**Student involvement:** Every week, the students will act as principal interlocutors in charge of asking questions about the lecture session. The professor will lead the class by asking questions to the class at large, and the students must respond with answers and their own questions. These class discussions will pay special attention to issues involving the technical “vocabulary” of the profession, a vocabulary that an architect must know.

**2. Ten Professional Practice Conversation Sessions, 75 minutes each**

The class includes eleven one-hour-and-fifteen-minute conversations on the professional practice of architecture, each lead by a different guest practitioner. In the conversations, the practitioner will briefly speak for 40 minutes about his/her career, and/or the process of creation of his/her practice, and/or its current organization. For the remainder of the 75 min, the students will ask him/her questions about his/her experience in the professional practice of architecture. Guest lecturers in the School of Architecture Lecture Series and successful Florida practitioners in traditional and non-traditional practices are invited. The fundamental idea is to create a forum where the students will be able to speak candidly about the profession of architecture, precisely at the all-important moment when they are thinking about their first steps into professional practice. There will be one special presenter speaking about the licensing process.

**Student Involvement, weekly group.** Each PPC, one SPECIFIC and predetermined group of three students is charged with studying the online presence of the corresponding presenter’s practice, and of leading and coordinating the set of questions to the presenter, questions that must be prepared to fill 30 minutes of interaction.

**Student involvement, all students:** After every talk, the students are required to write a paragraph of 300 to 400 words summarizing the most important points of the presentation emphasizing agreements and disagreements with what will be covered in the lectures with the AIA textbook. These summaries will be delivered in two packets, PPC 2 to 5 and PPC 6 to 10, according to the adjacent class schedule.

**3. Student involvement: Preparing an Architect/Client Contract.**

Each Student, using AIA Contract Documents Software for contracts available to the class, will prepare a contract where she will test the issues discussed in earlier classes. For deadline for the contract, see the adjacent class schedule.

**4. Student Involvement: Preparing a Professional Portfolio**

Each student will prepare a portfolio based in all of his work up to date and that is intended to be used upon graduation to be considered for a career position. For deadline for the contract, see the adjacent class schedule.

Once the portfolio is completed, and prior to its presentation deadline, students are welcome and encouraged to set a personal meeting with the professor to discuss improvements for the portfolio that can help with successful job interviews. Please email me the professor at the email, above when you are interested and ready for the (non-required) portfolio meeting.

**5. Student involvement: Tests:** There is the need for the students to incorporate to their vocabulary and knowledge many of the issues covered in the class. Consequently, there will be two written tests: a mid-term test that will take place in the middle of the semester covering the material up to that date, and a final test, k covering material from the entire course. These tests are intended to guarantee that the students retain the fundamental information covered in the class. This is knowledge judged by a professionally certified school to be indispensable for the successful transition of the students into a professional environment. For test dates, see the adjacent class schedule.

**Syllabus Introductory Lecture Session** (professor lead)**:**

**The Multiple Issues Involved In the Professional Practice of Architecture**

**1.** Architecture: What is it? Where is it going?

**2.** Traditional and alternate careers, based on architectural education, within or without an

architect's office?

**3.** Purpose of practice: To create architecture and make a living; practice is both a profession and a business. There are a myriad of issues derived from the business part of architecture that an architect must understand.

**4.** Requirements for entering the profession of architecture: Intern Development Programs; registration/licensing requirements; licensing examinations; State Registration Boards; National Council of Architectural Registration Boards (NCARB); interstate/international practice and reciprocity.

**5.** "Classic" architectural practice is one of the subjects of this course, but not exclusively, most of the principles to be discussed apply to any professional architectural position, and also to other business.

6. Finally, this class introduces the fundamental concept that the practice of architecture is mainly regulated by contractual agreements, and the purpose of this class is to understand what goes into these agreements.

Starting prior tom this class every class is structured around Reading Requirements that must be completed prior to each class. All of the readings are from the “required” textbook for the class

**The Architecture Student’s Handbook of Professional Practice** (TASHoPP)

American Institute of Architects (AIA)

Publisher: Wiley

Edition: Fifteenth Edition

Year of publication: 2017

ISBN: 9781118738979 (paperback)

**Lecture Session 0**

**THE PROFESSION I**

**Introduction to the Class: the practice of architecture as a contractual agreement**

**Introduction to Contracts**

TASHoPP Chapter 11: pages 542-548

TASHoPP Chapter 12: Pages 593-597 (Start at “Construction Contracts”)

**Lecture Session 1**

**THE PROFESSION II**

**Ethics, Professional Conduct, and the Regulation of Professional Practice**

TASHoPP Chapter 1: pages 22-57

**Lecture Session 2**

**PRACTICE I**

**The Conception of Architectural Practices, Legal Structure, Legal Issues and Insurance**

TASHoPP Chapter 2: Pages 93-131

**Lecture Session 3**

**PRACTICE II**

**Marketing an Architectural Practice. Generation of, and Response, to Client Requests**

TASHoPP Chapter 3: Pages 135-179

**Lecture Session 4**

**PRACTICE III**

**Managing an Architectural Practice, Financial Planning, and Causes for Practice Failure**

TASHoPP Chapter 4: Pages 185-209 and 267-272

**Lecture Session 5**

**THE PROJECT I**

**Project Definition, Phases in the Life of a Project, Basic vs Additional Services and Compensation**

TASHoPP Chapter 5: Pages 275-300

**Lecture Session 6**

**THE PROJECT II**

**Project Development from Schematic Design to Construction Documentation**

TASHoPP Chapter 7: Pages 344-386

**Lecture Session 7**

**THE PROJECT III**

**Project Execution from Bidding and Negotiation to Construction Administration to Closeout**

TASHoPP Chapter 7: Pages 386-422

**Lecture Session 8**

**THE PROJECT IV**

**Project Delivery Methods**

Read PDF Project Delivery (10 pages) andTASHoPP Chapter 8: Pages 444-450

**Lecture Session 9**

**THE PROJECT V**

**Management of the Project and its Budget**

TASHoPP Chapter 9: Pages 452-499

**Lecture Session 10**

**THE PROJECT VI**

**Building Codes and Regulations**

TASHoPP Chapter 10: Pages 504-540

**Scheduling** The class meets once a week for three hours.Introductions and summaries by the professor are scheduled to last 15 min. The weekly lecture/session is scheduled to last 75 minutes. The weekly professional practice conversation/session is scheduled to last 75 minutes.

**Required Text** **The Architecture Student’s Handbook of Professional Practice** (TASHoPP)

American Institute of Architects (AIA)

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**Class Requirements** 1) Attend all presentations

2) Read all the readings

3) The students, in groups of three, will lead each Professional Practice conversation.

4) Complete one contract exercise using AIA Contract Documents software

5) Two tests

6) One professional portfolio.

**Grade Policy** EVALUATION OUT 300

 **Test will include questions with multiple answers (60 to 70 points) and a brief series of definition essays (30 to 40 points)**

Midterm test: maximum 100 points (1/3 of final grade)

Final test: maximum 100 points (1/3 of final grade)

Professional Portfolio: maximum 50 points (1/6 of final grade)

PPC summaries: Maximum 50 Points (1/6 of final grade)

Class participation + / - 15 points. Given the number of students in the class, most grades will remain unaffected by standard participation, but there will be a discretionary 15 points to increase final score for exceptional cases of strong participation in the questioning of the professional practice guests or the professor.

NUMERICAL TO LETTER GRADE CONVERSION

300 to 260 = A

259 to 245 = A-

244 to 230 = B+

229 to 215= B

214 to 200 = B-

199 to 185 = C+

184 to 170 = C

169 to 154 = C-

153 to 140 = D+

139 to 125 = D

Below 125 = E

**E-Mail Policy** E-mail is appropriate only for quick messages and replies. You are welcome to e-mail me only with

 *brief* questions or comments (e.g., a request for an appointment, a question that can be answered in a sentence or two). I will answer your messages as I have the opportunity, but cannot guarantee immediate responses.

**General Information** The instructor will follow the topics outlined above but these topics are by no means binding as a

 topic may be changed at any time according to the discretion of the instructor.

**Attendance Policy** Since this is a lecture/discussion course. **Class attendance is mandatory, and indispensable**. Students are expected to attend all lecture sessions and professional practice guest presentations. Attendance lists will be circulated at the beginning of each meeting, one unexcused absence “will” negatively affect the final grade, and two will make the student fail the class.

For special circumstances, students must document the reasons for justified absences. Class notes will “not” be provided and students who miss class may acquire notes only from their colleagues.

**Late Work Policy** If have you a documented reason to turn in late work, this should be discussed with me before the

 deadline.

**Students with Disabilities** Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

**Honor Code:** The website http://regulations.ufl.edu/chapter4/4017.pdf provides information about University of

 Florida policy on academic integrity for students. Students are advised to read this document carefully.