**IPAL Seminar 1**

ARC 6XXX Section:

***Class Periods:*** Days of week, period, and corresponding time of day

***Location:*** Classroom location

***Academic Term:*** Fall 202X

***Instructor:***

Name

Email Address

Office Phone Number

Office Hours: Days of week, hours available, office location

***Course Description***

Architects and their Collaborators – IPAL (Integrated Path to Architecture Licensure) 1 is an introduction to professional practice. Students visit architecture firms, engineering consultants, and integrated product suppliers (lighting, furnishing, similar). Firm leaders give a brief presentation, to show types of work, philosophy, office organization, hierarchy, operation - and engage in open discussion. Students tour the offices are introduced to staff. 1 credit hour.

UF Graduate School of Architecture is proud to be a NCARB IPAL School. IPAL (Integrated Path to Architecture Licensure) is a NCARB program that among other things allows students to take the ARE simultaneously with getting their professional degree and AXP. IPAL Seminar sequence introduces students to aspects of licensure and practice. IPAL 1 is an introduction to practice.

***Course Pre-Requisites / Co-Requisites***

Department permission

***Course Objectives***

1. Students are introduced to laws and regulations in the United States that affect architectural practice and initiate their NCARB Record.
2. Students observe approaches to ethical issues involved in the exercise of professional judgment in architectural design and practice.
3. Students observe approaches to business management by exposure to the concepts, standards, and practices related to different forms of organization for architectural practice including financial management, risk management, office management, office organization, customer service, marketing, and professional conduct.
4. Students observe approaches to project management and leadership and collaboration by exposure to activities involved in a typical architectural design project including methods for selecting consultants and assembling project teams, maintaining client relationships.

***Materials and Supply Fees***

None.

***Required Textbooks and Software***

The Architect's handbook of professional practice. David S. Haviland, American Institute of Architects. Continuously Updated Resource, English, 1988-

Littlefield, D. (2005). Architect’s guide to running a practice. Elsevier ; Architectural Press. <http://site.ebrary.com/id/10128151>

*Emerging Professional’s Companion.* NCARB, AIA. *2013.*

***Recommended Materials***

* Title
* Author
* Publication date and edition
* ISBN number

***Course Schedule***

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Assignments** |
| Week 1 | The Law and Architecture | Initiate NCARB Record and create professional bio |
| Week 2 | Practice Resources | The architect's handbook of professional practice. Part 1. The profession & part 2. Firm management |
| Week 3 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 4 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 5 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 6 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 7 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 8 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 9 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 10 | Firm Visit | Learn about firm. Assemble questions for leadership. |
| Week 11 | No Class |  |
| Week 12 | No Class |  |
| Week 13 | No Class |  |
| Week 14 | No Class |  |
| Week 15 | No Class |  |
| Week 16 | No Class |  |

***Attendance Policy, Class Expectations, and Make-Up Policy***

State whether attendance is required and if so, how will it be monitored? What are the penalties for absence, tardiness, cell phone policy, laptop policy, etc. What are the arrangements for missed homework, missed quizzes, and missed exams? This statement is required: Excused absences must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation. Additional information can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

***Evaluation of Grades***

***Methodology***

* Periodic Assignments: based on assigned reading - assessed by instructor.
* Discussion events: Students will submit questions before firm visits and discussions led by architecture professionals - assessed by instructor.
* Participation/ Attendance: Along with attendance, each student will be required to participate in class discussion.

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Total Points** | **Percentage of Final Grade** |
| Periodic Assignments (2) | 10 each =20 | 20% |
| Discussion events (10) | 5 each = 50 | 50% |
| Participation/ Attendance | 30 | 30% |
|  |  | 100% |

***UF Coronavirus Policies and Campus Operations***

Visit <https://coronavirus.ufl.edu/health-guidance/> to stay up to date on UF’s COVID related Policies

***Attendance Policy, Class Expectations, and Make-Up Policy***

Attendance is mandatory. Three or more unexcused absences may result in an administrative drop from the course. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. [Click here to read the university attendance policies](file:///C%3A%5CUsers%5Clilyrlewis%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLU96BFUU%5Ccatalog.ufl.edu%5CUGRD%5Cacademic-regulations%5Cattendance-policies%5C).

***Grading Policy***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Letter Grade | Numeric Grade | Quality Points | Qualitative Description |
| PASSING GRADES | A | 93 - 100  | 4.0 | Outstanding work only |
| A- | 90 – 92.9  | 3.67 | Close to outstanding |
| B+ | 87 - 89.9  | 3.33Minimum Cumulative GPA | Very good work |
| B | 84 – 86.9  | 3.0 | Good work |
| B- | 80 – 83.9  | 2.67 | Good work with some problems |
| C+ | 77 - 79.9  | 2.33 | Slightly above average work |
| C | 74 – 76.9  | 2.0 | Average work |
| FAILING GRADES | C- | 70 - 73.9  | 1.67 | Average work with some problems |
| D+ | 67 - 69.9  | 1.33 | Poor work with some effort |
| D | 64 - 66.9  | 1.0 | Poor work |
| D- | 61 - 63.9  | 0.67 | Poor work with some problems |
| E | 0. - 60.9  | 0.0 | Inadequate work |

More information on UF grading policy may be found at:

[UF Graduate Catalog](https://catalog.ufl.edu/graduate/?catoid=10&navoid=2020#grades)
[Grades and Grading Policies](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/)

***Students Requiring Accommodations***

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](https://disability.ufl.edu/students/get-started/). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

***Course Evaluation***

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](file:///C%3A%5CUsers%5Clilyrlewis%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLU96BFUU%5Cgatorevals.aa.ufl.edu%5Cstudents%5C). 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 [ufl.bluera.com/ufl/.](https://ufl.bluera.com/ufl/) [Summaries of course evaluation results are available to students here](https://gatorevals.aa.ufl.edu/public-results/).

***Distance Learning Privacy Policy***

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.

***In-Class Recording***

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, and exams), field trips, and private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

***University Honesty Policy***

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” [The Honor Code](https://sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Students in the School of Architecture are expected to adhere to all University of Florida academic honesty policies. Failure to do so will result in lowered grades and/or referral to the University Honor Court. Since the University’s policies are necessarily generalized, the School of Architecture further clarifies academic honesty within the specific setting of design education. The following acts are considered to be academic dishonesty:

1. **Plagiarism/misrepresentation**

There shall be no question of what your work is and what someone else’s is. This applies to all aspects of student performance, including but not limited to

- CAD drawings and construction details

* design guidelines (written and graphic)
* design, planning, and management projects or portions of projects
* class reports and papers (again, both written and graphic information)
* any assignment where sole authorship is indicated, such as take-home tests, individual projects, etc.

Examples of inappropriate activities include:

* copying graphics for a report without crediting the original source
* representing someone else’s work as your own (using existing CAD construction details, tracing drawings, etc.)
* allowing someone else to represent your work as his own

The importance of precedent and learning from past works is a necessary part of most design processes. Again, it is the intent and degree of “borrowing” ideas that is at question.

Anything not original must be paraphrased and cited, or quoted; using accepted style formats such as APA, MLA, Chicago Manual of Style, etc. This includes information obtained from the Internet, public documents, graphics, and personal interviews as well as more traditional written sources. Proper crediting of all information that is not common knowledge is necessary for academic honesty as well as for professionalism. (For example, analysis drawings and/or text should cite the sources from which data was obtained so that if questions arise later, they can be quickly and accurately answered.)

**Multiple submissions of the same or similar work without prior approval**

If the instructors understand that you are doing a paper associated with your thesis or senior project topic, then doing similar work for two different classes is acceptable—if the instructors agree to it. If a single paper is submitted for one class, then later is submitted for another, and the instructors expect original work, then the multiple submission is inappropriate.

1. **Falsifying information**

Examples include:

* misrepresenting reasons why work cannot be done as requested
* changing or leaving out data, such as manipulating statistics for a research project, or ignoring/hiding inconvenient but vital site information. (However, for educational purposes only, certain aspects of the “real world” may be jointly agreed upon as not being pertinent to the academic goals of the course, such as not dealing with specific project parameters or budget, changing the program, etc.)
* altering work after it has been submitted
* hiding, destroying, or otherwise making materials unavailable (hiding reference materials, not sharing materials with other students, etc.)

***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](https://registrar.ufl.edu/catalog0910/policies/regulationferpa.html).

***Campus Resources:***

 Health and Wellness

**U Matter, We Care:**

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student, or visit [U Matter, We Care website](https://umatter.ufl.edu/) to refer or report a concern and a team member will reach out to the student in distress.

**Counseling and Wellness Center:** [counseling.ufl.edu/cwc](http://www.counseling.ufl.edu/cwc), and 392-1575 for information on crisis services as well as non-crisis services; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department**at392-1111 (or 9-1-1 for emergencies), or [police.ufl.edu](http://www.police.ufl.edu/).

 Academic Resources

[**E-learning technical support**](https://elearning.ufl.edu/), 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

[**Career Resource Center**](https://www.crc.ufl.edu/), Reitz Union, 392-1601. Career assistance and counseling.

[**Library Support**](http://cms.uflib.ufl.edu/ask), Various ways to receive assistance with respect to using the libraries or finding resources.

[**Teaching Center**](https://teachingcenter.ufl.edu/), Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

[**Writing Studio**](https://writing.ufl.edu/writing-studio/)**,** 302 Tigert Hall*,* 846-1138. Help brainstorming, formatting, and writing papers.

[**Student Complaints Campus**](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)**,** Visit the [Student Honor Code and Student Conduct Code webpage](https://sccr.dso.ufl.edu/policies/student-honor-%20code-student-conduct-code/) for more information.

[**On-Line Students Complaints**](http://www.distance.ufl.edu/student-complaint-process)**,** View the [Distance Learning Student Complaint Process](https://distance.ufl.edu/getting-help/student-complaint-process/)

Orlando Resources

Police / Fire / Medical Emergency – 911

Orlando Police Department Non-Emergency Number: 321.235.5300

Consult CityLab-Orlando Student Resources for Emergency contact information.