

Course Number:	<b>ARC6281</b>	Main Campus:
Course Title:	<b>Professional Practice</b>	<b>Fridays</b> , Periods 3-5 (9:35 AM – 12:35 PM)
Term:	Spring 2026	Antevy Hall, AH 0423
Credits:	3	10429 - Section 6721 (Gainesville)
Meeting Schedule:	<u>CityLab-Orlando + CityLab-Jacksonville:</u> <b>Thursdays</b> , Periods 3-5 (9:35 AM – 12:35 PM)	
Meeting Locations:	Online via Zoom + In-person on select dates	
Class Numbers:	27597 - Section PPOR (Orlando) 24148 - Section PPJX (Jacksonville)	
Instructor:	Bradley Walters, AIA Associate Director of Graduate Programs Edward M. "Ted" Fearnley Endowed Associate Professor of Architecture School of Architecture College of Design, Construction & Planning   University of Florida <a href="http://studiotlwalters.com">http://studiotlwalters.com</a>	
Contact Information:	Office Location: Antevy Hall, AH 0236 Email Address: <a href="mailto:bradley.walters@ufl.edu">bradley.walters@ufl.edu</a> Telephone No.: (352) 294-1462 TA: Not Applicable TA Contact Info: Not Applicable	
Office Hours:	For S26, office hours will be Mondays and Wednesdays, periods 4-5 (10:40 AM – 12:35 PM EST), or by appointment. To reserve a meeting time, go to: <a href="https://linktree/bradley.walters">https://linktree/bradley.walters</a> (or use QR code, at right). Please email instructor for special accommodations including online or phone meetings, if needed.	
<b>SYLLABUS</b>	<i>Latest Revision: 7 January 2026</i>	

## 01. COURSE DESCRIPTION

The UF Graduate Course Catalog describes this course as follows: "Principles and processes of office practice management, investment and financing, project phases, building cost estimation, contracts."<sup>1</sup>

More broadly, the course is a comprehensive introduction to the professional practice of architecture, including office and project management, construction documentation, cost estimating, contracts, regulations, and standards of ethical practice. It includes extensive work on leadership and collaboration, as essential aspects of the professional practice of architecture.

## 02. COURSE OBJECTIVES AND/OR GOALS

At the completion of this course, students will be able to:

- Understand the current state of practice as well as the challenges facing architects and practitioners today.
- Understand approaches to leadership in multidisciplinary teams, diverse stakeholder constituents, and dynamic physical and social contexts.
- Use effective collaboration skills to address complex problems.
- Understand the discipline's body of practice-based knowledge, including histories and theories of professional practice that shape contemporary practice.
- Understand current paths to becoming licensed as an architect in the United States.
- Understand regulatory requirements that impact the professional practice of architecture in the United States.
- Understand professional ethics and how these impact architectural practice.
- Recognize that the practice of architecture requires lifelong learning, essential for meeting licensure requirements and for ethical practice.
- Differentiate between various legal structures, modes of practice, and project delivery methods.

<sup>1</sup> UF Graduate Catalog, Architecture: <https://gradcatalog.ufl.edu/graduate/courses-az/architecture/>

- Understand the business of architecture. Prepare financial calculations necessary for practice, including calculations of direct costs, indirect costs, staff billing rates, profit, etc.
- Recognize the relationships between modes of professional practice and architecture's role in cultural, social, environmental, economic, and built contexts.
- Identify a range of available career opportunities, building on disciplinary skills and knowledge.

03. NAAB CRITERIA + STUDENT LEARNING OUTCOMES ADDRESSED IN THIS COURSE <sup>2</sup>

Through project work and assignments completed for this course, students will be required to demonstrate student learning outcomes associated with the following NAAB accreditation requirements:

- 2.6. **Shared Value - Lifelong Learning:** Architects value educational breadth and depth, including a thorough understanding of the discipline's body of knowledge, histories and theories, and architecture's role in cultural, social, environmental, economic, and built contexts. The practice of architecture demands lifelong learning, which is a shared responsibility between academic and practice settings.
- PC.1 **Career Paths:** *Understand* the paths to becoming licensed as an architect in the United States and the range of available career opportunities that utilize the discipline's skills and knowledge.
- PC.6 **Leadership and Collaboration:** *Understand* approaches to leadership in multidisciplinary teams, diverse stakeholder constituents, and dynamic physical and social contexts, and learn how to apply effective collaboration skills to solve complex problems.
- SC.2 **Professional Practice:** *Understand* professional ethics, the regulatory requirements, the fundamental business processes relevant to architecture practice in the United States, and the forces influencing change in these subjects.

#### 04. COURSE METHODOLOGY

The course has FIVE principal components:

##### 1. Lecture/Discussion Sessions

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. Professional Practice Conversation (PPC) Sessions (Live/In-Person + Videos)

The class includes a series of live/in-person and pre-recorded video conversations on the professional practice of architecture, each led by a different guest practitioner. In the conversations, the practitioner will briefly speak about his/her/their career, the process of creation of his/her practice, and/or its current organization. All guests will also be asked to specifically address leadership and collaboration in practice. Following their presentations, students will ask him/her/them questions about their 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, as well as state and national leaders in the discipline. 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.

**Student Involvement, weekly group.** Each PPC, one SPECIFIC and predetermined group of 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 500 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 due at the end of the semester.

<sup>2</sup> Student Criteria are from the *NAAB Conditions for Accreditation, 2020 Edition*, as prepared by The National Architectural Accrediting Board, Inc. (NAAB), published 10 February 2020 and revised 1 January 2025, accessed at: [https://higherlogicdownload.s3.amazonaws.com/NAAB/21e8ea7-e532-47c0-bff1-4111ca0d4fb0/UploadedImages/PDFs/2020-NAAB-Conditions-for-Accreditation\\_Rev\\_1\\_2025.pdf](https://higherlogicdownload.s3.amazonaws.com/NAAB/21e8ea7-e532-47c0-bff1-4111ca0d4fb0/UploadedImages/PDFs/2020-NAAB-Conditions-for-Accreditation_Rev_1_2025.pdf).

**3. Student involvement: Midterm and Final Exams**

There is the need for 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, 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. Where possible, ARE sample test questions will be incorporated to build familiarity with the test format while also evaluating student learning outcomes. For test dates, see the class schedule.

**4. Student involvement: Preparing for and Participating in a Professional Job Search**

Each student will prepare research into one or more firms of interest and then will be asked to prepare a cover letter, resume, work samples, and thank you / follow-up letter. This work will be submitted first in a draft form, and subsequently as a revised / final version. Both submissions will be due prior to the DCP Industry Expo. Students will be encouraged to participate in the DCP Industry Expo and report on their experiences. For assignment deadlines, refer to the class schedule.

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

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

**05. WEEKLY COURSE SCHEDULE OF TOPICS AND ASSIGNMENTS**

For dates and times for Classes, Professional Practice Conversations (PPC), exams, and deadlines for course assignments refer to Canvas e-Learning. Given the number of guests and activities, the schedule may need to change. It will be updated during the semester as needed.

Each class lecture is structured around required readings that must be completed prior to each class. Most readings are from the required textbook (*The Architecture Student's Handbook of Professional Practice*, or TASHoPP), or as noted.

WEEK 01	LECTURE 01: INTRODUCTIONS
Thurs, 1/15 (JAX) Fri, 1/16 (AH0423)	<b>The Instructor, the Class, and the Profession</b>  Instructor Background About the Class Student Introductions + Professional Background Survey The State of Practice: AIA Firm Survey Report (2024)
WEEK 02	LECTURE 02: THE PROFESSION I
Tues, 1/20 – Wed, 1/21	<b>CITYLAB INTERVIEW DAYS</b>
Thurs, 1/22 (Orlando) Fri, 1/23 (AH0423)	<b>The Practice of Architecture as a Profession</b> <b>Ethics, Professional Conduct, and the Regulation of Professional Practice</b> <b>Leadership and Communication Skills</b> TASHoPP Pages 2-71  <b>PART 1: THE PROFESSION</b>  01. Professional Life 1.1. Architecture as a Profession 1.2. Demographics of Practice: 2012 Firm Survey 1.3. Ethics and Professional Conduct 1.4. Regulation of Professional Practice 1.5. Entering the Profession 1.6. The Career Paths of an Architect 1.7. Developing Leadership Skills 1.8. Developing Communication Skills

<b>WEEK 03</b>	<b>LECTURE 03: PRACTICE I</b>
Thurs, 1/29 (Online)	<b>Professional Development + Paths to Licensure</b>
Fri, 1/30 (AH0423)	<b>The Conception of Architectural Practices, Legal Structure, Legal Issues and Insurance</b>
	TASHoPP Pages 71-134
	<p>01. Professional Life (<i>continued</i>)</p> <p>1.9. <i>Intern</i> Professional Development</p> <p>1.10. The Path to Licensure</p> <p>1.11. Serving Your Community and Participation in Professional Development Organizations</p> <p>1.12. Participating in Professional Organizations</p> <p>Entering the Profession</p> <p>Compensation – AIA Compensation Report</p>
	<b>PART 2: PRACTICE</b>
	<p>02. Starting and Organizing a Practice</p> <p>2.1. Developing a Practice</p> <p>2.2. Firm Legal Structure – Forms of Ownership</p> <p>2.3. Legal Issues</p> <p>2.4. Insurance Coverage</p>

  

<b>WEEK 04</b>	<b>LECTURE 04: PRACTICE II</b>
Thurs, 2/5	<b>EXERCISE A: DRAFT LETTER, RESUME, PORTFOLIO, FIRM RESEARCH DUE</b>
Thurs, 2/5 (Online)	<b>Marketing an Architectural Practice.</b>
Fri, 2/6 (AH0423)	<b>Generation of, and Response, to Client Requests</b>
	<b>Running a Practice. Financial Planning</b>
	TASHoPP Pages 135-201
	<p>Class Discussion + Feedback on Exercise A</p> <p>03. Marketing and Strategic Planning</p> <p>3.1. Firm Identity</p> <p>3.2. Marketing and Business Development</p> <p>3.3. How Clients Select Architects</p> <p>3.4. Qualifications, Proposals, and Interviews</p> <p>3.5. Strategic Planning for a Design Firm</p> <p>04. Running a Practice</p> <p>4.1. Financial Planning</p> <p>4.2. Financial Management Systems</p>

WEEK 05Thurs, 2/12 (JAX)  
Fri, 2/13 (AH0423)LECTURE 05: PRACTICE III**Managing an Architectural Practice. Fees, Risk, and Causes for Failure**  
TASHoPP Pages 201-272

- 04. Running a Practice (*continued*)
  - 4.3. Maintaining Financial Health and Navigating Economic Cycles
  - 4.4. Setting Fees and Alternative Fee Types
  - 4.5. Building a Quality Design Practice
  - 4.6. Risk Management Strategies
  - 4.7. Managing and Avoiding Disputes
  - 4.8. Technology in Practice Overview
  - 4.9. Practicing in a Global Market
  - 4.10. Potential Cause of Failure

Spreadsheets + Financial Planning  
Managing Money + Risk

Thurs, 2/12

**THESIS / PILOT ABSTRACTS DUE** (for students graduating Spring 2026)WEEK 06

Mon, 2/16 – Wed, 2/18

LECTURE 06: PROJECT I**PILOT INTERIM REVIEWS** (for students graduating Spring 2026)Thurs, 2/19 (Orlando)  
Fri, 2/20 (AH0423)**Project Definition, Phases in the Life of a Project, Basic vs Additional Services  
Common Project Issues**

TASHoPP Pages 275-343

PART 3: THE PROJECT

- 05. Project Definition
  - 5.1. Life of a Project
  - 5.2. Defining Project Services
  - 5.3. Architectural Services and Compensation
- 06. Common Project Issues
  - 6.1. Programming
  - 6.2. Evidence-Based Design
  - 6.3. Sustainable Design
  - 6.4. Environmentally Preferable Product Selection

Review for Midterm Exam

Sun, 2/22

**EXERCISE B: FINAL LETTER, RESUME, PORTFOLIO, FIRM RESEARCH DUE**WEEK 07

Tues, 2/24 – Wed, 2/25

NO CLASS LECTURE; COMPLETE EXAM VIA CANVAS DURING REGULAR CLASS MTG TIME

**DCP INDUSTRY EXPO**Thurs, 2/26 (Online)  
Fri, 2/27 (Online)**MIDTERM EXAM (LECTURES + READINGS FROM WEEKS 01 - 06)**WEEK 08Thurs, 3/5 (Orlando)  
Fri, 3/6 (AH0423)LECTURE 08: PROJECT II + III**Project Development from Schematic Design to Construction Documentation**  
TASHoPP Pages 344-413

- 07. Project Development
  - 7.1. Design Phases
  - 7.2. Construction Documentation
  - 7.3. Bidding or Negotiation Phase
  - 7.4. Construction Contract Administration
  - 7.5. Project Closeouts

**Design Project Delivery Methods + Management Approaches + Scheduling**  
 TASHoPP Pages 413-475

- 08. Design Project Delivery
  - 8.1. Project Delivery Methods
  - 8.2. Integrated Project Delivery Overview
  - 8.3. Emerging Issues in Project Delivery
- 09. Design Project Management
  - 9.1. Managing Architectural Projects
  - 9.2. Project Scheduling

**WEEK 09****LECTURE 09: PROJECT IV**

Thurs, 3/12 (JAX)

Fri, 3/13 (AH0423)

**Construction Cost Management, Project Controls, Building Codes and Regulations**

TASHoPP Pages 475-540

- 09. Design Project Management (*continued*)
  - 9.3. Construction Cost Management
  - 9.4. Project Controls
- 10. Building Codes and Regulations
  - 10.1. Community Planning Controls
  - 10.2. Building Codes and Standards

The Life of A Project  
 Deliverables

**WEEK 10****NO CLASS MEETING OR LECTURE**

Thurs, 3/19 + Fri, 3/20

**SPRING BREAK****WEEK 11****LECTURE 10: LEADERSHIP – PART 1**

Mon, 3/23 – Wed, 3/25

**PILOT FINAL REVIEWS** (for students graduating Spring 2026)

Thurs, 3/26 (Online)  
 Fri, 3/27 (AH0423)

**Leadership: In The Profession, Practice, and Projects**  
 Supplemental podcasts and readings provided by the instructor

- Leadership Pre-Test
- Leadership: In Culture
- Leadership: History, Theory, and Practice
- The Dark Side of Leadership
- Servant Leadership
- Communication

**WEEK 12****LECTURE 11: LEADERSHIP - PART 2**

Thurs, 4/2 (Orlando)  
 Fri, 4/3 (AH0423)

**Leadership and Collaboration**  
 Supplemental podcasts and readings provided by the instructor

- Understanding the Nature and Structure of Teams
- Leadership in Multidisciplinary Architectural Design and Construction Teams
- Project Delivery
- Tuckman's "Team Development Model"
- Diverse Stakeholder Constituencies
- Dynamic Physical and Social Contexts
- Applying Effective Collaboration Skills to Solve Complex Problems

WEEK 13Thurs, 4/9 (JAX)  
Fri, 4/10 (AH0423)LECTURE 12: CONTRACTS**Contracts and Agreements with Owners, Contractors, and Project Team Members**  
TASHoPP Pages 542-589 and 590-648PART 4: CONTRACTS AND AGREEMENTS

11. Contracts and Agreements
  - 11.1. Agreements with Owners
  - 11.2. Owner-Generated Agreements
  - 11.3. Project Design Team Agreements
  - 11.4. Construction Contracts
12. AIA Documents
  - 12.1. The AIA Documents Program
  - 12.2. AIA Contract Documents
  - 12.3. AIA Contract Documents Synopses by Family

WEEK 14Thurs, 4/17 (Online)  
Fri, 4/17 (Online)**FINAL EXAM** (LECTURES AND READINGS FROM WEEKS 07 - 13) – *Last day of class*WEEK 15

Weds, 4/22

**PILOT FINAL BOOK DUE** (*for students graduating Spring 2026*)WEEK 16

Weds, 4/29 5:00 PM

**EXERCISE C: PPC SUMMARIES + REFLECTIONS DUE****EXERCISE D: CONTRACT DUE***(No class meeting)***06. METHODS BY WHICH STUDENTS WILL BE EVALUATED AND GRADES DETERMINED***Class Requirements:*

- 1) Read all the assigned readings. Submit one-page reflections for specific readings, when assigned.
- 2) Attend all classes and presentations, with cameras ON if attending class via Zoom.
- 3) Students, in groups, are required to prepare for and lead each Professional Practice Conversation.
- 4) Prepare and submit PPC summaries.
- 5) Complete one contract exercise using AIA Contract Documents software.
- 6) Two submissions (draft and final) of materials for job search.
- 7) Two exams (midterm/interim and final).

*Assignment Weightings:*

Student grades will be determined based on grades from a series of exercises, exams, assignments, and/or performance criteria, with the weighting as shown:

Assignment	% of Final Grade
Exam #1: Midterm / Interim Exam	30%
Exam #2: Final	30%
Exercise A: Getting a Job in Architecture (draft)	10%
Exercise B: Getting a Job in Architecture (final)	10%
Exercise C: PPC Summaries, Class Participation, Attendance, and Engagement	10%
Exercise D: Contract for Professional Services	10%
OVERALL COURSE GRADE	100%

Assignment particulars will be discussed in class and posted to the canvas e-learning site.

## 07. CURRENT UF GRADUATE SCHOOL GRADING POLICIES FOR ASSIGNING GRADE POINTS

	Letter Grade	Numeric Grade	Grade Points	Qualitative Description
PASSING GRADES	A	100% to 94.0%	4.0	Outstanding work only
	A-	< 94.0% to 90.0%	3.67	Close to outstanding
	B+	< 90.0% to 87.0%	3.33	Very good work
	B	< 87.0% to 84.0%	3.0	Good work
	B-	< 84.0% to 80.0%	2.67	Good work with some problems
	C+	< 80.0% to 77.0%	2.33	Slightly above average work
	C	< 77.0% to 74.0%	2.0	Average work
FAILING GRADES	C-	< 74.0% to 70.0%	1.67	Average work with some problems
	D+	< 70.0% to 67.0%	1.33	Poor work with some effort
	D	< 67.0% to 64.0%	1.0	Poor work
	D-	< 64.0% to 61.0%	0.67	Poor work with some problems
	E	< 61.0% to 0.0%	0.0	Inadequate work

Current UF grading policies can be found at: <https://catalog.ufl.edu/graduate/regulations/#text> (go to “Graduate Academic Regulations,” and then “Grades”).



Please note that the University of Florida Graduate School requires that a graduate student maintain a 3.0 (B) average to remain in good academic standing. Note:

*“Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.”*

The Graduate School considers grades of C-minus or lower to be failing grades. Note that you cannot graduate with any failing grades (C-minus or lower) or incomplete (“I”) grades on your transcript.

## 08. ATTENDANCE, LATE WORK, AND MAKE-UP EXAMS

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 will be recorded for all classes. One unexcused absence will negatively affect final grades; two or more unexcused absences will result in a failing grade. For special circumstances, students must document the reasons for absences. If you have a documented reason to turn in late work, this should be discussed with your instructor before the deadline.

Requirements for class attendance and make-up exams, assignments, and other work in the course are consistent with university policies. See *UF Graduate Academic Regulations* (<https://gradcatalog.ufl.edu/graduate/regulations/>) for more information regarding University Attendance Policies.

## 09. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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/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.

## 10. REQUIRED TEXTBOOK

**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); book is widely available in various formats, including electronically and used.

11. RECOMMENDED PROFESSIONAL REFERENCE MATERIALS <sup>3</sup>Professional Practice:

- *The Architect's Handbook of Professional Practice*, The American Institute of Architects, John Wiley & Sons.
- *Law for Architects: What You Need to Know*, Robert F. Herrmann and the Attorneys at Menaker & Herrmann LLP, W.W. Norton.
- *Professional Practice: A Guide to Turning Designs into Buildings*, Paul Segal, FAIA, W.W. Norton
- *CSI Practice Guide: Project Delivery*, The Construction Specifications Institute.  
<https://www.csiresources.org/learning/practice-guides/pdpg>.
- *CSI Practice Guide: Construction Contract Administration*, The Construction Specifications Institute.  
<https://www.csiresources.org/learning/practice-guides/capg>.

Building Codes + Professional Standards:

- 2010 ADA Standards for Accessible Design, U.S. Department of Justice, 2010.  
[https://www.ada.gov/2010ADAsstandards\\_index.htm](https://www.ada.gov/2010ADAsstandards_index.htm)
- *ICC A117.1-2017 Accessible and Usable Buildings and Facilities*, International Code Council, 2017.  
<https://codes.iccsafe.org/content/ICCA117.12017P7>.
- *International Building Code (2021)*, International Code Council, 2020. <https://codes.iccsafe.org/content/IBC2021P2>.
- *International Code Council Family of Codes, including: Mechanical/Electrical/Plumbing/Energy Conservation*, International Code Council, 2020.
- *NFPA Family of Codes, including: Fire/Life Safety/Electric*, National Fire Protection Association, latest versions.
- *CSI Master Format*, Construction Specifications Institute, 2023. <https://www.csiresources.org/standards/masterformat>.
- 2024 Code of Ethics and Professional Conduct, AIA Office of General Counsel, The American Institute of Architects, 2024. <https://www.aia.org/code-ethics-professional-conduct> and <https://www.aia.org/about-aia/professional-standards/aia-code-of-ethics-and-professional-conduct>.
- *Model Rules of Conduct*, National Council of Architectural Registration Boards, latest version.  
[https://www.ncarb.org/sites/default/files/Rules\\_of\\_Conduct.pdf](https://www.ncarb.org/sites/default/files/Rules_of_Conduct.pdf).

AIA Contract Documents :

- A101-2017, *Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum*
- A133-2019, *Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price*
- A141-2014, *Standard Form of Agreement Between Owner and Design-Builder*
- A201-2017, *General Conditions of the Contract for Construction*
- A701-2018, *Instructions to Bidders*
- B101-2017, *Standard Form of Agreement Between Owner and Architect*
- C401-2017, *Standard Form of Agreement Between Architect and Consultant*
- G701-2017, *Change Order*
- G702-1992, *Application and Certificate for Payment*
- G703-1992, *Continuation Sheet*
- G704-2017, *Certificate of Substantial Completion*

<sup>3</sup> These references are part of the "ARE 5.0 Reference Guide," as included in the *Architectural Registration Exam Guidelines*, September 2024, <https://www.ncarb.org/sites/default/files/ARE-5-Guidelines.pdf>.

## 12. SUPPLEMENTAL COURSE BIBLIOGRAPHY

Lecture 01: Introductions

- American Institute of Architects (AIA). 2024. "AIA Firm Survey Report 2024: The Business of Architecture 2024." <https://www.aia.org/resource-center/aia-firm-survey-report-2024>.
- Walters, Bradley. 2025. *Bradley Walters Architect LLC*. <https://studiotlwalters.com>.

Lecture 02: The Profession I

- American Institute of Architects (AIA): <https://www.aia.org/>
- American Institute of Architects (AIA). 2024. "Code of Ethics & Professional Conduct." <https://www.aia.org/code-ethics-professional-conduct>.
- American Institute of Architecture Students (AIAS): <https://www.aias.org/>.
- National Architectural Accrediting Board (NAAB): <https://www.naab.org/>.
- National Council of Architectural Review Boards (NCARB). 2020. "Architectural Experience Program (AXP) Guidelines." <https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf>.
- National Council of Architectural Review Boards (NCARB). 2020. "Architect Registration Examination 5.0 Guidelines Introduction 3." <https://www.ncarb.org/sites/default/files/ARE-5-Guidelines.pdf>.
- National Council of Architectural Review Boards (NCARB). 2016. "ARE 5.0 Pass Rates." <https://www.ncarb.org/pass-are/are5/pass-rates>.
- National Council of Architectural Review Boards (NCARB). 2016. "Gain AXP Experience." <https://www.ncarb.org/gain-axp-experience>.
- National Council of Architectural Review Boards (NCARB). 2022. "Let's Go Further." <https://www.ncarb.org/>.
- National Council of Architectural Review Boards (NCARB), 2023. "Model Rules of Conduct National Council of Architectural Registration Boards." [https://www.ncarb.org/sites/default/files/Rules\\_of\\_Conduct.pdf](https://www.ncarb.org/sites/default/files/Rules_of_Conduct.pdf).
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- Peters, Tom. 1997. "The Brand Called You." *Fast Company*. Mortimer Zuckerman. August 31, 1997. <https://www.fastcompany.com/28905/brand-called-you>.
- State of Florida. 2025. "Architecture and Interior Design – MyFloridaLicense.com." Florida Department of Business and Professional Regulation. <http://www.myfloridalicense.com/DBPR/architecture-and-interior-design/>.
- U.S. Department of Labor. 2010. "Advisory: Training and Employment Guidance Letter No. 12-09." U.S. Department of Labor, Employment and Training Administration Advisory System. <https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2010/TEGL12-09.pdf>.

Lecture 03: Practice I

- AIA Florida. 2025. "AIA Florida." <http://aiafla.org>.
- American Institute of Architects (AIA). 2023. "AIA Compensation Survey Salary Calculator." <https://salarycalculator.aia.org/>.
- Segal, Paul. 2006. *Professional Practice: A Guide to Turning Designs into Buildings*. New York, NY: W. W. Norton & Company.

Lecture 04: Practice II

- Purdue Writing Lab. 2022. "Purdue Online Writing Lab OWL." Purdue Writing Lab. 2022. <https://owl.purdue.edu/owl/>.

Lecture 06: Project I

- American Institute of Architects (AIA). 2025. "AIA Framework for Design Excellence." <https://www.aia.org/design-excellence/aia-framework-design-excellence>.
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**13. MATERIALS AND SUPPLIES FEES**

This course has an "Additional Course Fee" of \$1.00 (*not applicable for CityLab sections*).

**14. ADDITIONAL REQUIREMENTS FOR QUEST AND GENERAL EDUCATION COURSES**

Not applicable.

**15. UF ACADEMIC POLICIES & RESOURCES**

Additional UF "Academic Policies & Resources" are available here: <https://go.ufl.edu/syllabuspolicies>. These policies and resources include:

- Requirements for class attendance, make-up exams, and assignments
- Processes for students with disabilities who may require accommodations
- Current UF grading policies
- Expectations for course evaluations and constructive feedback
- The University's Honesty Policy regarding cheating, plagiarism, etc.
- In-class recording of class lectures for personal use
- Academic resources, including contact information
- Campus health and wellness resources, including contact information

**CHANGES AND REVISIONS TO SYLLABUS****16. This syllabus is subject to change. Any changes will be relayed during regular class meetings and/or posted to Canvas.**