

**ARCH 5308.03/ 5309.03 Professional Practice (Co-op Work Term)**

Winter + Summer 2023

**ARCH 5310.00 Co-op Work Term Continuation**

Fall 2022 / Winter + Summer 2023

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**Calendar Description - ARCH 5308.03/ 5309.03 Professional Practice (Co-op Work Term)**

A student works in the architectural profession for a total of 1000 hours in no less than 24 weeks and completes a research report or assignment. Work placements must be approved by the School of Architecture. A student may apply to satisfy up to 500 hours through supervised research related to Professional Practice.

**Calendar Description - ARCH 5310.00 Co-op Work Term Continuation**

A student who has already registered for ARCH 5308 and ARCH 5309 may continue the co-op work term for up to three additional terms. While registered in ARCH 5310, a student's university status changes to part-time.

**Additional Course Descriptions**

**Co-op Work Term**

The co-op work term is integral to your graduate studies in architecture. Your selection of an architectural office and/or its location should be aligned with your academic plan and thesis interests. The two halves of the work term (ARCH 5308 and 5309) are completed consecutively to encourage sustained and responsible professional experience. While registered for a work term (or work term continuation) you must be working full-time in an office, working full-time on supervised research, or actively looking for work. The work term is not intended for taking courses, working in another field, or taking time off. Work term continuation is permitted to enable up to one year of extended professional work experience. Work placements, work term continuation, supervised research, or any departure from the standard work term sequence must be approved in advance by the School's Professional Practice Teaching Group. Work term courses and work requirements must be complete prior to commencing your thesis terms.

**Co-op Work Term Continuation**

If you wish to extend your work term for an extra year, you must obtain prior approval from the School's Program Committee and Professional Practice Teaching Group by submitting a request to the Graduate Coordinator ([parcell@dal.ca](mailto:parcell@dal.ca)) by latest **July 15, 2023** but preferably earlier if possible. If approved, you must submit a Graduate Student Program Update Form (<https://tinyurl.com/dal-grad-forms>) to change your student status from full-time to part-time. You must also register for ARCH 5310: Work Term Continuation during the next three terms. Again please note that your student status changes to part-time while registered in ARCH 5310; this may have an implication for student loans.

**Course Requirements**

The course consists of three components: 1. Work Placement, 2. Workbook Assignment, and 3. Work Term Presentation. The grade for the course is based on the Employer Evaluation of the Work Placement (10%), the Workbook Assignment (55%) and the Work Term Presentation (35%). Course requirements are

completed during the work term(s) and are submitted at the beginning of the Thesis Preparation term.

### **1. Work Placement**

With employment in an Architectural office, you are required to complete and document a minimum of 1000 hours of work experience (in no less than 24 weeks) in order to receive credit for this course. At least one of your three work terms at the School of Architecture (undergrad and grad courses combined) needs to be engaged directly in the practice of architecture, supervised by a licensed architect. Supervised Research must be related to the professional practice of architecture and approved by the professional practice teaching group.

During the work term (including work term continuation) a student may enroll in no more than one course of up to 3 credit-hours or the equivalent each term. *Rossetti and Watson Scholarships* - If you have received a Rossetti or Watson Scholarship, please note that you cannot receive work term credit for your Rossetti or Watson work.

The following documentary submissions are required to receive a grade for the course:

- 1.1) Work Term Agreement: Read and sign this agreement of conduct, and submit it to the Work Term Coordinator prior to leaving for the work term.
- 1.2) myCareer Work Term Placement Information Form: Submit this form online as soon as possible after starting work, and not later than the end of your first week of work in January 2023, to ensure that your work placement is approved by the School.
- 1.3) myCareer Evaluation of Work Experience: Complete this form, including start and end dates of employment on myCareer. Your employer will be emailed a performance evaluation from myCareer automatically. Please make sure these forms are completed no later than Tuesday, September 5, 2023..

### **2. Workbook Assignment**

The Workbook is a critical analysis of your work experience. It is based on direct experience, interviews, and discussions with your employer and colleagues. It is also supported by research, including a review of relevant literature, legislation and professional handbooks, and the Canadian Handbook of Practice. The Workbook is an academic report, and must include critical analysis, citations, diagrams and charts. Expect to spend at least 40 hours on research, preparation and completion of this assignment. Detailed requirements and topics for the Workbook Assignment are in the following description.

**Deadline:** The Workbook Assignment must be submitted (by upload; details will follow) to the Work Term Instructor by Tuesday, September 5, 2023, 4:00 p.m. (details will follow). Late submissions of the Workbook Assignment will be penalized.

### **3. Work Term Presentation**

Work Term Presentations are an opportunity to share with your classmates and the School the kind of architectural experience your work term provided. Prepare an 8-10 minute PowerPoint presentation using a selection of representative drawings, models and photos of your work and experience, to be presented in the first few weeks of fall term. This year we would like to make all presentations during the first few weeks of term so that there is maximum exposure and celebration of your work. To facilitate this, we will be having simultaneous presentations allowing more time for discussion. Please include one slide for each of the workbook topics, related to your work term experience. Make sure to secure your employer's permission to copy/show office work. All students will normally make a presentation. ***Presentations should include 5-10 slides, but be no longer than 10 minutes.***

**Submission:** by upload (details will follow) on the same date as the workbook above.

### **Notes**

***Please remember that continuous registration is a requirement of Graduate Studies at Dalhousie. You may be unregistered for one term per year, but a second term may result in dismissal from the M.Arch***

**program by the Faculty of Graduate Studies.** Before departing, please ensure your contact information is recorded on myCareer. Update this information during the term as necessary. Please also complete the waiver form allowing your address information to be released to faculty during the Work Term. For questions regarding the content of the course, please contact Brian Lilley (brian.lilley@dal.ca), and regarding the work placement, please contact the Work Term Coordinator, Caroline Lodge, at the SITE Co-op office.

## **Workbook Assignment Description**

### **Introduction**

The work term is an exciting stage of your architectural career, in which your studies of architecture are made from the perspective of practice. This provides a unique opportunity to complement and contrast the studies that you have been pursuing in the academic setting of the School with professional experience gained in an office. The Master's work term also offers the opportunity to align your work experience with your research and thesis interests. The privileges and responsibilities of this mode of study are twofold:

1. To contribute to the office such that your participation in the work and the life of the office is valued.
2. To contribute to your own knowledge and skill in architecture, to develop your thinking about the profession, and begin to establish your own position.

The Workbook assignment has been prepared to assist you in these roles. The premise is that these roles enhance each other – if you understand and make a contribution to the work and the life of the office, you will increase your knowledge and skill in architecture; as your knowledge and skill increases, so too does your contribution to the office. The Workbook has been arranged so that issues of Design, Humanities, Technology, Representation and Professional Practice may be studied from the vantage point of the office. This parallels the structure of the academic program in the School and should help you reflect on architectural issues in both school and office.

### **Workbook Methodology**

While the majority of your effort during the work terms will be devoted to professional work, you are expected to spend a substantial amount of time and effort on the Workbook assignment. Your responses may be based upon projects other than those on which you worked directly, but first-hand experience is preferred. ***The Workbook is a critical analysis of your work experience.*** It is based on direct experience, interviews, and discussions with your employer and colleagues. It is also supported by research, including a review of:

- Relevant literature
- Legislation
- Professional handbooks
- The Canadian Handbook of Practice

The topics are intended to be general enough so that they may be studied and discussed in any type of practice situation in the realm of analysis of the built environment, design or construction. If the work in your office does not lend itself to the questions outlined below, you should do the following:

- Consult with your employer to see if your work may be adjusted to allow study of the topics.
- See if you can use other work in the office (previous or current projects) to study the topics.
- Consult the School to see how the topics may be re-interpreted or reformulated to allow relevant office-based studies to proceed.

Please be clear that the Workbook is not intended to be a recounting or diary of your work term activities; it is an academic study of issues and concerns in professional practice based on your place of

work. You should consider your responses in relation to issues and concepts studied in the Professional Practice Modules in the School. It is an academic report, and must include critical analysis, citations, diagrams and charts. Expect to spend at least 40 hours on research, preparation and completion of this assignment. The total length of your response should be no more than 2000 words plus a number (5-10 typically) of supporting illustrations. The diagrams are an important part of this report, as with any Architectural report. Consider the information you are conveying, graphic clarity, and a suitable caption.

### **Workbook Topics**

For the Master's Work Term, each of the following topics should be considered toward a general understanding of Professional Practice gained during your work term. Please address each of these topics with one slide in your presentation, relating the topic to your work term experience.

For the written report, provide a more detailed discussion centering on any one of the five topics below (again, reflecting on your work term experience from an arm's length, critical point-of-view). The choice of topic should relate to a major issue in the office during your work term, and ideally related to a project that you are working on. This may involve some form of conflict resolution, reshaping of a key office process, or even a transformation of office identity.

**Format:** Limit your answers to a maximum of 1500 words for the topic and 500 words for the (mandatory) conclusion – see below. Your understanding of the topic should be described by a combination of writing, diagram and interview; illustrations must have captions and sources, and should be referenced in the text. Include a reference list of your source material (using Chicago author-date style), and an appendix of selected project-related drawings, showing how your topic has affected work in the office.

#### **1) Leadership and Advocacy**

Demonstrate an exemplary understanding of the best techniques and skills required for Architects to work collaboratively with allied disciplines, clients, consultants, builders and the public in the building design and construction process, and how best to advocate on environmental, social and aesthetic issues in their community. Consider how aspects of entrepreneur, steward, and creative social critic inform the role of the Architect.

#### **2) Ethics and Professional Judgment**

Demonstrate an exemplary understanding of the ethical issues involved in the formation of professional judgment regarding social, political and cultural issues in architectural design and practice. Consider the way in which projects may pose ethical considerations such as those in the Codes of Conduct and how you (the office) would react.

#### **3) Legal Responsibilities**

Demonstrate an exemplary understanding of the architect's responsibility (and liability) to the client and the public under the laws, codes, regulations and contracts common to the practice of Architecture in a given jurisdiction. This should be discussed through an issue arising in your office. Consider ways in which public health, safety and environmental aspects of a project are addressed through the implementation of code in the design phase of a project.

#### **4) Project Delivery**

Demonstrate an exemplary understanding of the different methods of project delivery, the corresponding forms of service contracts, and the types of documentation required to render competent and responsible professional practice. Consider the timeline stages of a project, the disciplines involved, and information management and control (major milestones and decision-making authority).

#### **5) Practice Organization**

Demonstrate an exemplary understanding of the basic principles of practice organization, including financial management, business planning, marketing, procurement, negotiation, project management, risk mitigation, as well as future learning, and understanding trends that affect

practice. There should also be some correlation between the form of organization and the form of Architecture produced.

**Conclusion** (mandatory for all papers)

Consider the relationship between the type of work the office does and the office structure. Demonstrate an understanding of the role of internship in the office, in personal professional development, and the reciprocal rights and responsibilities of interns and employers, based on your own experience.

**References**

***Leadership and Advocacy***

Abendroth, Lisa M., and Brian Bell. 2016. *Public Interest Design Practice Guidebook: SEED Methodology, Case Studies, and Critical Issues*. New York: Routledge.

Blundell-Jones, Peter, Doina Petrescu, and Jeremy Till. 2005. *Architecture and Participation*. New York: Routledge.

***Ethics and Professional Judgment***

Fisher, Thomas. 2008. *Architectural Design and Ethics*. Burlington: Elsevier.

Fisher, Thomas. 2012. *Ethics for Architects: 50 Dilemmas of Professional Practice*. New York: Princeton Architectural Press.

***Legal Responsibilities***

Ching, Francis D. K., and Steven R. Winkel. 2015. *Building Codes Illustrated: A Guide to Understanding the 2015 International Building Code*. Hoboken: John Wiley & Sons.

Moore, Steven A., and Barbara B. Wilson. 2014. *Questioning Architectural Judgment: The Problem of Codes in the United States*. New York: Routledge.

***Project Delivery***

Yaneva, Albena. 2009. *The Making of a Building: A Pragmatist Approach to Architecture*. Oxford, Berlin: Peter Lang.

***Practice Organization***

Buntrock, Dana. 2002. *Japanese Architecture as a Collaborative Process: Opportunities in a Flexible Construction Culture*. New York: Routledge.

**Resources**

The Writing Centre is a great academic resource to help you with your work term paper. All writers benefit from reviewing their work with a writing tutor. The Writing Centre provides assistance with:

- Research papers and course assignments
- Sourcing and citing research material (documenting sources)
- Grammar, punctuation, and mechanics of writing
- In-class presentations
- Business writing
- Applications/letters of intent for admission and scholarships
- Collaborative/joint writing practices
- Interdisciplinary writing
- Technical writing: Science and Engineering
- English as Another Language (ESL/EAL) support (English Language Learning)

There are some excellent online writing resources available on the website:

Dalhousie Academic support/ writing centre [https://www.dal.ca/campus\\_life/academic-support/writing-and-study-skills.html](https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html) Through this link you can also register for writing workshops, or a one-on-one appointment for assistance with your writing. The Writing Centre's main location is in the Killam Library, Room G40.

There is also a location on Sexton Campus, Room A108:

Sexton Campus academic support / writing centre <https://www.dal.ca/faculty/engineering/mmsc.html>  
For the Sexton location, it is preferred if you book an appointment using the Sexton link. Operating hours are noted on the website.

### **Assessment and Objectives**

**Components:** Work Placement **10%** + Workbook **55%** + Work Term Presentation **35%**.

Grading for the work placement is done by the employer; both other assignments are graded by Dalhousie Instructors. Feedback on grading will be delivered via Brightspace rubrics. Criteria for grading include insight and depth of understanding for a particular topic, quality and relevance of diagrams, and completeness of supporting documentation.

**Slide Presentation Objective:** Addressing each of the 5 topics stated in the outline: 1. Leadership, 2. Ethics + Professional Judgement, 3. Legal Responsibilities, 4. Project Delivery and 5. Office Organization, with one slide each. Presenting with a clear, concise graphic format and spoken delivery. Ideal presentation: 8 slides / 8 minutes in length (10 minutes max).

**Slide Content Objective:** Demonstrating an overview of the practice and considering how the form of practice relates to the type of Architecture being produced. Demonstrating how each of the 5 topics contribute to both an academic study of issues (Design, Humanities, Technology, Representation) and larger concerns in professional practice, related to your place of work.

**Workbook Presentation Objective:** Understanding of the topic is described by a clear, concise combination of writing, diagram and interview; illustrations are captioned, and sources are referenced in the text; a bibliography and an appendix of selected project-related drawings are included. A maximum wordcount of 1500 words for the topic and 500 words for the mandatory conclusion.

**Workbook Content Objective:** Demonstrating an understanding of the social context (ethical issues, legal responsibilities) and best practice (skills and methods) required for an Architect to work effectively in one of the five topic areas stated in the outline. Using references / major issues from the individual's work-term to demonstrate a critical analysis of the individual's professional work experience.

**Internship Objective:** Demonstrating an understanding of the role of internship in the office, in personal professional development, and the reciprocal rights and responsibilities of interns and employers; using references from the individual's work-term.

### University Grade Standards for Individual Assignments

In a graduate course, a final grade below B– will be recorded as an F.

Letter	Percent	Definition	Description
A+	90–100%	Excellent	Considerable evidence of original thinking; outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
A	85–89%		
A–	80–84%		
B+	77–79%	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
B	73–76%		
B–	70–72%		
C+	65–69%	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems.
C	60–64%		
C–	55–59%		
D	50–54%	Marginal pass	Evidence of minimal familiarity with the subject matter; minimal analytical and critical skill.
F	0–49%	Fail	Little evidence of understanding of the subject matter; weakness in analytical and critical skills; limited or irrelevant use of the literature.
INC		Incomplete	(counts as zero in GPA calculation)
W		Withdrew after deadline	(neutral in GPA calculation)
ILL		Compassionate reasons, illness	(neutral in GPA calculation)

### Course-Specific Policies

**Due Dates and Late Submissions** Deductions for late submissions encourage time management and maintain fairness among students.

Assignment	Due date	Is a late assignment accepted?	If so, what is the deduction per weekday?*	Is there a final deadline for a late submission?	What happens after that?
1. Work Placement	Sept 5, 2023	yes	none	no	Consultation with Instructor / PPTG
2. Workbook Assignment	Sept 5, 2023	yes	3%	Sept 30	receives 0% and no comments
3. Work Term Presentation	Sept 5, 2023	yes	3%	Sept 30	receives 0% and no comments

\* For example, if an assignment is evaluated at 75% before applying a 3%-per-weekday deduction, it would receive 72% for being 1–24 hours late; 69% for being 25–48 hours late.

Please note that the student does not submit the Workterm placement grade, this comes directly from the employer.

Note:

The following University or School policies take precedence over course-specific policies:

- With a Student Declaration of Absence (maximum two per course), an assignment may be submitted up to three weekdays late without penalty. An SDA cannot be used for the final assignment.
- With a medical note submitted to the School office, a course assignment (including a final assignment) may be submitted more than three weekdays late without penalty. The number of weekdays depends on how long you were unable to work, as indicated in the medical note. If more than one course is affected, you should consult with the Undergraduate/Graduate Coordinator to set a new schedule of due dates.
- A student with an accessibility plan that allows for deadline extensions does not need to submit an SDA.

**Academic Integrity** Students are expected to submit original work.

### **Faculty Policy**

**Equity, Diversity and Inclusion** The Faculty of Architecture and Planning is committed to recognizing and addressing racism, sexism, xenophobia and other forms of oppression within academia and the professions of architecture and planning. We, the faculty, are working to address issues of historic normalization of oppressive politics, segregation, and community disempowerment, which continues within our disciplines today.

### **University Policies and Resources**

This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate. See the School's "Academic Regulations" page (<http://tinyurl.com/dal-arch-regulations>) for links to university policies and resources:

- Academic integrity
- Accessibility
- Code of student conduct
- Diversity and inclusion; culture of respect
- Student declaration of absence
- Recognition of Mi'kmaq territory
- Work safety
- Services available to students, including writing support
- Fair dealing guidelines (copyright)
- Dalhousie University Library