

description /

In this week-long module students learn about the architect in society; the political, social, economic and ethical environments in which architects practice; and an introduction to office organization and project management.

RESTRICTIONS: Year 3 BEDS students

objectives /

- / to provide an appreciation of the contractual obligations of an architectural practice;
- / to understand the implications between the procurement process and the design process;
- / to provide an understanding of the role and duties of the architect as it relates to practice;
- / to provide an overview of building regulations and their implications on the design and process

hours & format /

ARCH 3302 is a week-long concentrated 1-credit-hour course, with an average of 45 hours expected for course-related activities occurring during the day paired with evening guest presentations (refer to Professional Practice Week Poster for guest presentations). Classes consist of a combination of in-person Lectures and Seminars (note: some may be virtual). Students will be expected to submit all course content for evaluation through Brightspace on the dates / times indicated in the Course Outline schedule in PDF form (high quality resolution, letter page size, with file name as follows *lastname.assignment1a.pdf*). Attendance is mandatory. Lectures and presentations are not to be recorded.

instructor details /

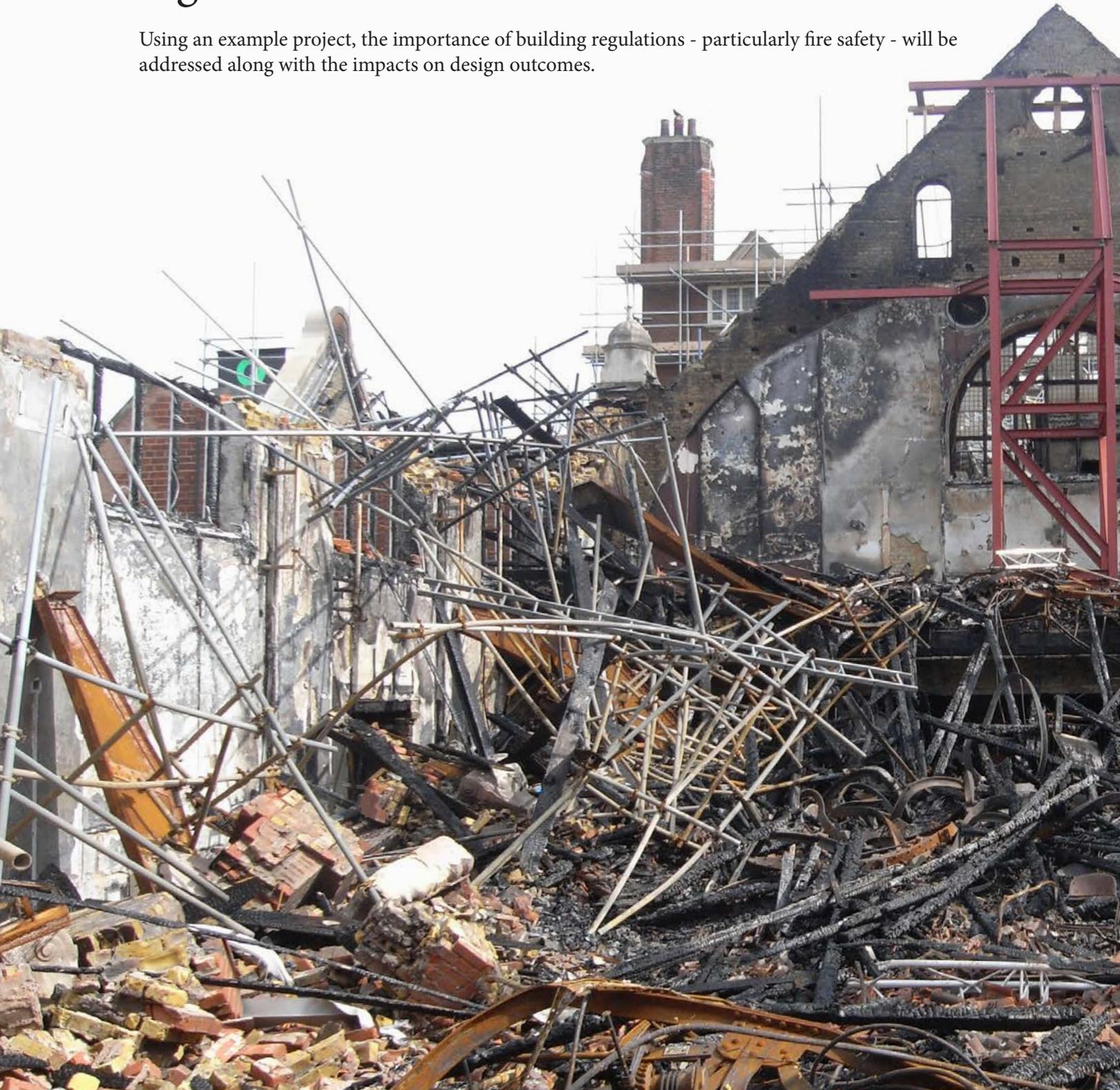
Along with support from guests, this ARCH 3302 course is led by Michael Putman, Assistant Professor at the School of Architecture and Co-Director of SUPRBLK Studio. The Instructor is available during class time to provide input and support. The instructor is also available outside of class time between 9am-6pm from January 16 to 20th, 2023. Requests should be made by email.

course rationale /

This course introduces professional principles that influence the practice of architecture. The classes and assignments introduce students to building regulations, contract responsibilities and support future Professional Practice and Design courses.

regulations /

Using an example project, the importance of building regulations - particularly fire safety - will be addressed along with the impacts on design outcomes.

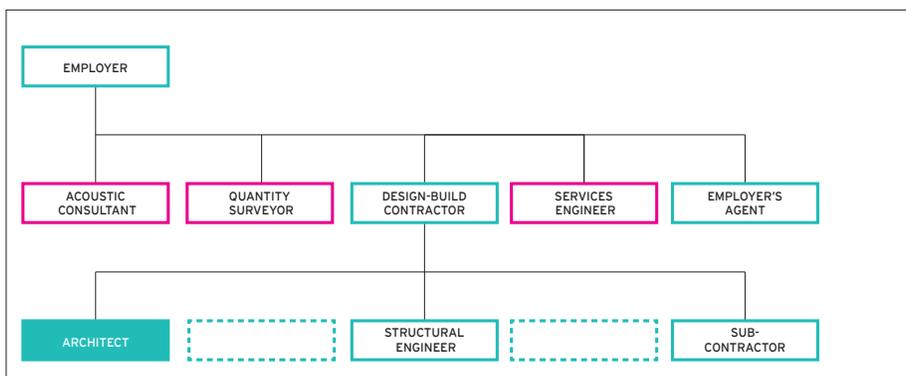
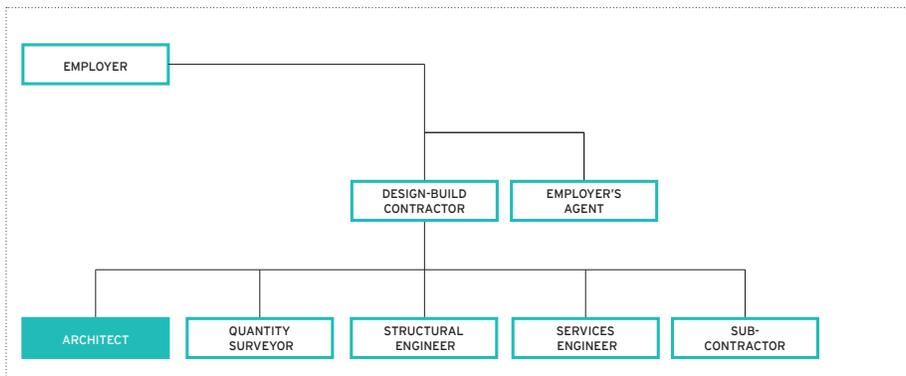
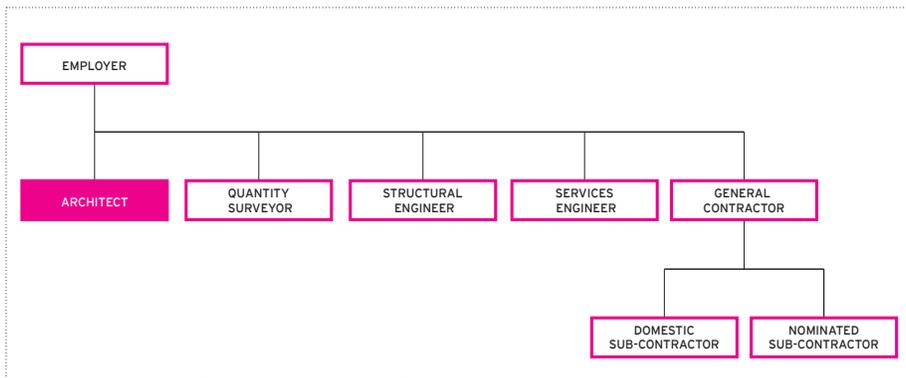


costing & value engineering /

Using an example project, Costing & Value Engineering will be examined throughout the design process - and not only as a final step or material quality substitution.

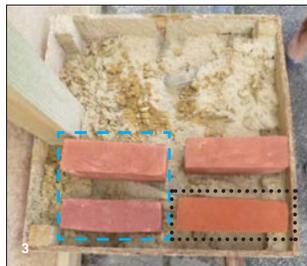
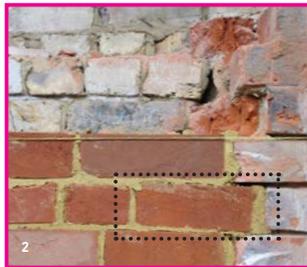
contract & procurement /

Using an example project, Contract & Procurement will be examined to illustrate the significant relationships and impacts as well as how they both can influence the design team, process and outcome.



contract administration /

Using an example project, Contract Administration will be introduced to illustrate the responsibilities of the architect during the construction process, and the significance in the project.



site visit /

Using an in-progress project, Contract Administration responsibilities will be further illustrated with a site visit during the construction process.



schedule /

Mon Jan 16	INTRO & REGULATIONS 9:30 - 10:30am PPW Introduction 11:30am -12:30pm Ethics Introduction 2:00 - 3:15pm Instructor. Assignment 1 introduced 3:30 - 4:30pm Guest (Dave Parkinson/Dillon Consult) 6:00 - 7:30pm Evening Lecture	G109 HA19 Exhibition room Exhibition room G109
Tue Jan 17	COSTING & VALUE ENGINEERING 10:00 - 11:00am Q&A - link 11:00am -12:00pm / 1:00 - 2:00pm Workblock 2:00pm Assignment 1a due 2:00 - 3:00pm Instructor 3:15 - 4:30pm Guest (JoAnne Murray/Hanscomb) 6:00 - 7:30pm Evening Lecture + Q&A	Virtual Exhibition room Brightspace Exhibition room Exhibition room G109
Wed Jan 18	CONTRACT / PROCUREMENT 10:00am-12:00pm / 1:00 - 2 :00pm Workblock 2:00pm Assignment 1b due 2:00 - 3:00pm Instructor 3:15 - 4:30pm Guest (Talbot Sweetapple/MLS Architects) 4:30 - 5:30pm Evening Lecture - link 6:00 - 7:30pm Q&A - link	Exhibition room Brightspace Exhibition room Exhibition room Virtual + HA19 Virtual + HA19
Thu Jan 19	CONTRACT / ADMINISTRATION 9:30 - 10:00am Reception 10:00 - 11:30am Poster Event Workblock 11:30 - 1:00 Safety Course (room HA19)* 2:00pm Assignment 1c due 2:00 - 3:00pm Instructor 3:15 - 4:30pm Guest (Miranda Bailey/MLS Architects) 4:30pm Assignment 2 introduced 6:00 - 7:30pm Evening Lecture - link	Exhibition room Exhibition room HA19 Brightspace Exhibition room Exhibition room Exhibition room Virtual + HA19
Fri Jan 20	SITE VISIT 10:00 - 11:00am Workblock 11:00am Assignment 1d due 11:30-12:30 site visit* 2:00 - 5:00pm Workblock (no Seminar) 5:00pm Assignment 2 due	Exhibition room Brightspace ON SITE** Exhibition room Brightspace

* safety training : students are required to attend and complete the safety course prior to the site visit.

** 5550 Cunard St - approx a 20 minute walk from the School of Architecture - attendance & PPE required.

assignment, assessment & format /

Assignment 1a/ b/ c/ d: 15% X 4 = 60%

Each student will submit a journaled log book following the completion of each class. The log books are written 'recordings' of the content discussed for each topic, which should include - but not be limited to - dictated notes, relevant diagrams, references, and a brief (max 250 words) conclusion by the student about the topic. These conclusions should highlight or compare a compelling point(s) discussed. (note: lecture slides will be provided via Brightspace for student reference purposes at the end of each class - but will not contain all of the details or points discussed in class)

Evaluation by the instructor will be based on the completeness of recording, inclusions of relevant references, quality & legibility of documentation, and proper formatting. Students will be issued a grade, and where appropriate brief written feedback will be provided.

Assignment 2: 40%

Each student will submit a field report following a site visit to an on-going construction project in Halifax. The report will be based on material covered in class and will be assembled with support from lecture notes taken individually by students.

Evaluation by the instructor will be based equally on the following criteria: the completeness of the report, inclusion of relevant on-site matters, quality & legibility of documentation, and proper formatting. Students will be issued a grade, and where appropriate brief written feedback will be provided.

required equipment /

Personal Protective Equipment (PPE) will be needed for the scheduled site visit (steel toe footwear and a hard hat are mandatory while goggles and a high-vis vest are recommended). A digital camera/smart phone will also be needed for the site visit to document the construction progress and include relevant images as part of the final assignment. Students may wish to use InDesign software (or similar) to format as required.

grade standards /

Each assignment will receive one of the grades below.

	GRADE	VALUE	PERCENT	DEFINITION
EXCELLENT	A+	4.30	90-100	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
	A	4.00	85-89	
	A-	3.70	80-84	
GOOD	B+	3.30	77-79	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	3.00	73-76	
	B-	2.70	70-72	
SATISFACTORY	C+	2.30	65-69	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.
	C	2.00	60-64	
	C-	1.70	55-59	
MARGINAL	D	1.00	50-54	Evidence of minimally acceptable familiarity with subject matter, critical and analytical skills.
INADEQUATE	F	0.00	0-49	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.
INCOMPLETE	INC	0.00		
Withdrew after deadline	W	neutral		
Compassionate reasons, illness	ILL	neutral		

due dates & late submissions /

Deductions for late submissions encourage time management & maintain fairness among students.

ASSIGNMENTS	DUE DATE	IS A LATE ASSIGNMENT ACCEPTED?	WHAT IS THE DEDUCTION PER WEEKDAY?*	FINAL DEADLINE FOR A LATE SUBMISSION?	WHAT HAPPENS AFTER THAT?
Assignment 1 a/b/c/d	Jan 17/18/19/20	yes	3%	no	no comments
Assignment 2	Jan 20	yes	3%	no	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 25–48 hours late; etc.

Note:

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

- No late assignments are accepted after the last day of weekly classes (the Friday before review week).
- 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. Please submit SDA to Brightspace before the assignment deadline.
- 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.
- Students with an accessibility plan that allows for deadline extensions do not need to submit an SDA.

citing sources /

Chicago Manual of Style: Author-Date Style. For details, see: <https://tinyurl.com/quick-author-date>

SLEQ /

Student Learning Experience Questionnaire (SELQ) are provided during the last two weeks of the term.

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. For more information about how the Faculty is working to enhance equity, diversity and inclusion, see the Equity, Diversity and Inclusion website. For further questions, please email the EDI Committee at EDIAP@dal.ca.

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Please see the Culture of Respect pages of the Dalhousie website for more information.

University Policies, Statements, Guidelines, and Resources for Support (from Dalhousie University Senate) /

This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate. For university regulations, go to <https://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=82&chapterid=4741&loadusercredits=False>.

A. University Statements

Academic Integrity

http://www.dal.ca/dept/university_secretariat/academic-integrity.html

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect (The Center for Academic Integrity, Duke University, 1999). As a student, you are required to demonstrate these values in all of the work you do. The University provides policies and procedures that every member of the university community is required to follow to ensure academic integrity. Read more: [https://www.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/Syllabus_Statement_\(Aug%202015\).pdf](https://www.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/Syllabus_Statement_(Aug%202015).pdf)

Accessibility

The Student Accessibility Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected

under Human Rights legislation (NS, NB, PEI, NFLD). Read more: https://www.dal.ca/campus_life/academic-support/accessibility.html

Student Code of Conduct

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution. Read more:

https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/student-life-policies/code-of-student-conduct.html

Diversity and Inclusion – Culture of Respect

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2). Read more: <http://www.dal.ca/cultureofrespect.html>

Recognition of Mi'kmaq Territory

Dalhousie University would like to acknowledge that the University is on Traditional Mi'kmaq Territory. The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).

B. University Policies and Programs

- Important Dates in the Academic Year (including add/drop dates):
http://www.dal.ca/academics/important_dates.html
- University Grading Practices: Statement of Principles and Procedures:
https://www.dal.ca/dept/university_secretariat/policies/academic/grading-practices-policy.html
- Scent-Free Program:
<http://www.dal.ca/dept/safety/programs-services/occupational-safety/scent-free.html>
- Student Declaration of Absence:
https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/academic-policies/student-absence.html

C. Learning and Support Resources

- General Academic Support – Advising:
https://www.dal.ca/campus_life/academic-support/advising.html
- Fair Dealing Guidelines:
<https://libraries.dal.ca/services/copyright-office/guidelines/fair-dealingguidelines.html>
- Dalhousie University Library:
<http://libraries.dal.ca>
- Indigenous Students:
https://www.dal.ca/campus_life/communities/indigenous.html
- Black Students:
https://www.dal.ca/campus_life/communities/black-student-advising.html
- International Students:
https://www.dal.ca/campus_life/international-centre.html
- Student Health Services:
https://www.dal.ca/campus_life/health-and-wellness.html
- Counselling:
https://www.dal.ca/campus_life/health-and-wellness/services-support/student-health-and-wellness.html
- Copyright Office:
<https://libraries.dal.ca/services/copyright-office.html>
- E-Learning website:
<http://www.dal.ca/dept/elearning.html>
- Dalhousie Student Advocacy Services:
<http://dsu.ca/dsas>
- Dalhousie Ombudsperson:
https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/where-to-get-help/ombudsperson.html
- Writing Centre:
https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html
- Faculty or Departmental Advising Support: Studying for Success Program:
http://www.dal.ca/campus_life/academic-support/study-skills-and-tutoring.html

D. Safety

- Biosafety:
<http://www.dal.ca/dept/safety/programs-services/biosafety.html>
- Research Laboratory Safety Policy Manual:
<http://www.dal.ca/dept/safety/documents-policiesprocedures.html>
- Faculty of Architecture and Planning: Work Safety:
<https://www.dal.ca/faculty/architecture-planning/current-students/inside-building/work-safety.html>

references /

Allen, Edward, and Joseph Iano. 2014. *Fundamentals of Building Construction : Materials and Methods*. Sixth edition. Hoboken: Wiley.

Ardiel, Donald, ed. 2020. *Canadian Handbook of Practice for Architects*. Ottawa: Royal Architectural Institute of Canada. <https://chop.raic.ca/>

Hyett, Paul. 2000. *In Practice*. London: EMAP.

"National Building Code of Canada" 2015. Ottawa: National Research Council of Canada https://publications.gc.ca/collections/collection_2019/cnrc-nrc/NR24-28-2018-eng.pdf

"Nova Scotia Building Code". 2022. Province of Nova Scotia. https://novascotia.ca/just/regulations/regs/bcregs.htm#TOC4_1

"Nova Scotia Fire Regulations". 2020. Province of Nova Scotia. <https://novascotia.ca/just/regulations/regs/fsfiresf.htm>