



with invited guests:
JENNIFER ESPOSITO /
TORONTO METROPOLITAN UNIVERSITY
DUNCAN PATTERSON / PLACE OF WORK
ERIC STOTTS / STOTTS ARCHITECTURE

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

course rationale /

This course introduces professional principles that influence the practice of architecture. The classes and assignments introduce students to construction responsibilities, site observations, and support for future Professional Practice and Design courses.

objectives /

- / to provide an overview of the construction process in relation to the design process;
- / to introduce the architect's relationship between procurement method and construction outcome;
- / to provide an understanding of the role and duties of the architect as it relates to construction;
- / to become aware of design (and discovery) potentials during the construction process;
- / to expose students to a construction site with a site visit of an in-progress project;

hours & format /

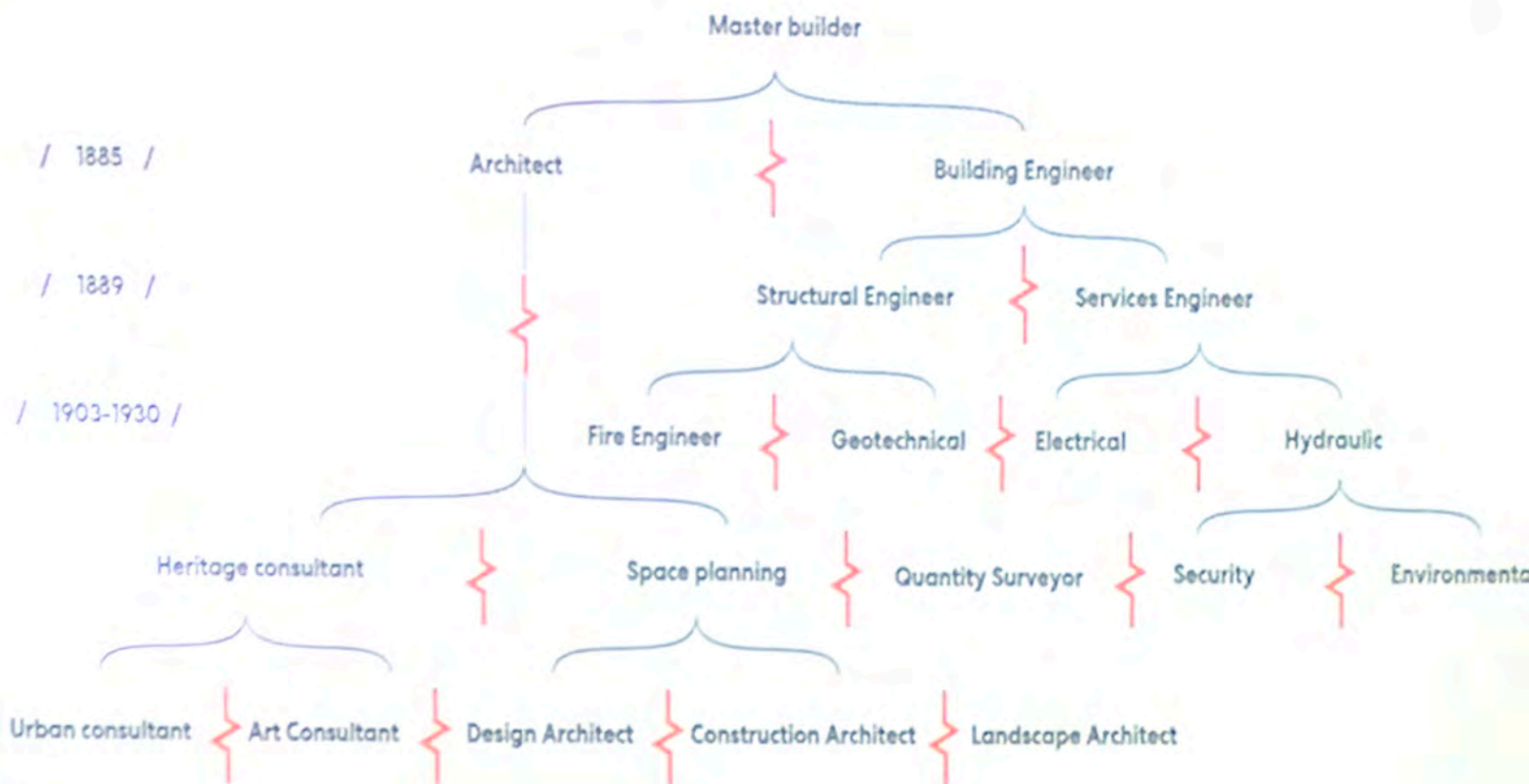
ARCH 3302 is a week-long concentrated 1-credit-hour course, with an average of 40 hours expected for course-related activities occurring during the day including evening guest presentations (refer to Professional Practice Week Poster for guest presentations). Classes consist of a combination of in-person Lectures and Seminars. 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 Professional Practice Week class time to provide input and support. The instructor is also available outside of class time between 9:30am-12pm from January 15th to 19th, 2024. Requests to meet with the instructor should be made by email.

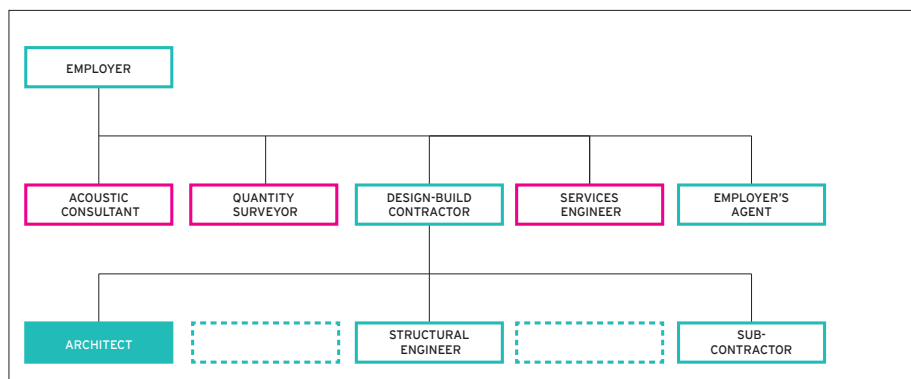
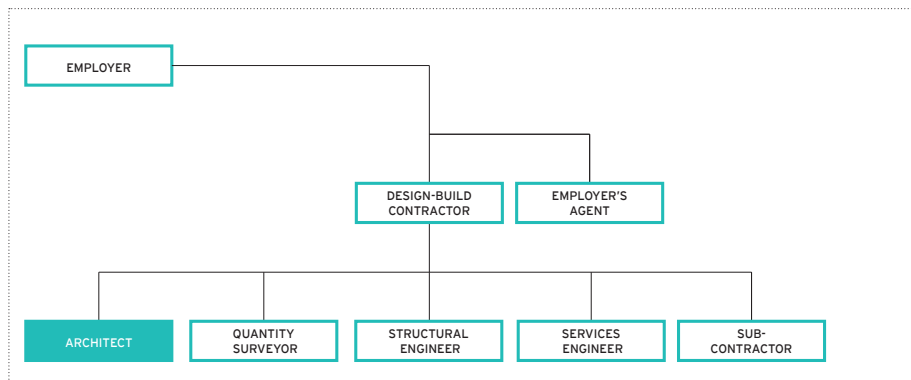
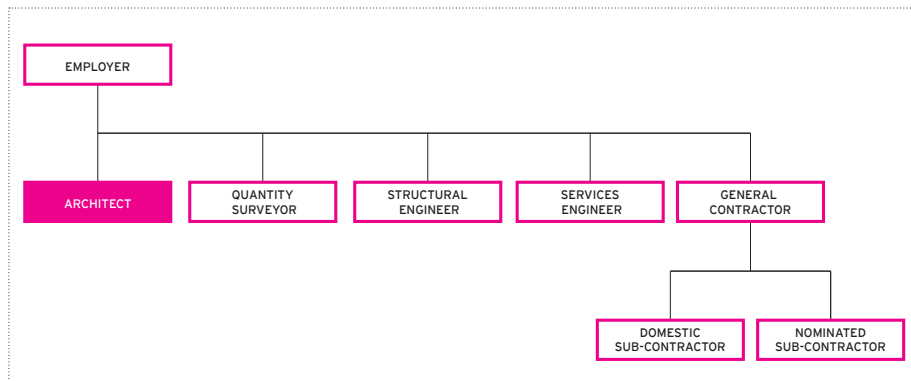
intro /

The course will begin with a discussion exploring the role, responsibilities, and skills of an architect necessary during the design process as well as the construction process.



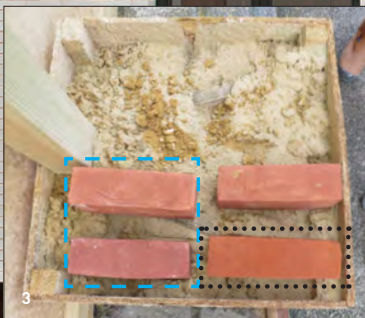
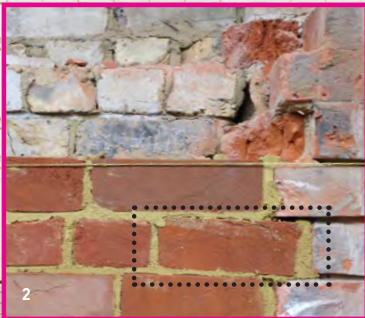
contract & procurement /

Contract & Procurement will be discussed to illustrate the significant relationships and impacts on the process leading up to, and including, construction.



contract administration /

Contract Administration will be introduced to illustrate the responsibilities of the architect during the construction process, and the significance in the outcome of 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 15	INTRO / DESIGN PHASES 10:00am - 11:00am Safety Training 1:30pm - 2:30pm PPW Introduction 2:45pm - 4:15pm B2 Course Intro / Assignment 1 Intro 4:30pm - 5:00pm Quiz 1	ROOM: Exhibition Room Irving Auditorium 1202 (HB4) Brightspace
Tue Jan 16	CONTRACT / PROCUREMENT 9:30am - 12:00pm Speaker Q&A (<i>optional</i>) / Workblock 1:00pm - 2:00pm Workblock 1:30pm - Assignment 1a Due 2:00pm - 3:00pm Contract / Procurement Lecture 3:15pm - 4:15pm Guests: Jennifer Esposito / TMU & Duncan Patterson / Place of Work 4:30pm - 5:00pm Quiz 2	Exhibition Room Exhibition Room Brightspace 1202 (HB4) 1202 (HB4) Brightspace
Wed Jan 17	CONTRACT / ADMINISTRATION 9:30am - 10:30am Speaker Q&A (<i>optional</i>) 10:30am - 12:00pm Reception / Poster Workblock 1:00pm - 2:00pm Workblock 1:30pm - Assignment 1b Due 2:00pm - 3:00pm Contract / Administration Lecture 3:15pm - 4:15pm Guest: Eric Stotts / Stotts Architecture 4:30pm - 5:00pm Quiz 3	Exhibition Room Exhibition Room Exhibition Room Brightspace 1202 (HB4) 1202 (HB4) Brightspace
Thu Jan 18	CONTRACT ADMINISTRATION / FIELD REPORT 9:30am - 11:30am Workblock 11:30am - 1:00pm Atlantic Regulators 1:30pm - Assignment 1c Due 1:30pm - 2:15pm Field Report Overview 2:30pm - 3:15pm / Assignment 2 Intro 3:30pm - 4:00pm Quiz 4	Exhibition Room B015 Brightspace 1202 (HB4) 1202 (HB4) Brightspace
Fri Jan 19	SITE VISIT 9:30am - 10:30am Q&A (<i>optional</i>) 10:30am - 11:30am Workblock 11:30am - Assignment 1d Due 12:00pm - 1:30pm Site Visit** 2:00pm - 5:00pm Workblock (no scheduled class) 8:00pm - Assignment 2 Due	Exhibition Room Exhibition Room Brightspace ON SITE* 1202 (HB4) Brightspace

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

** 2425 John Street : site visit is at designated intervals so refer to your allocated time - attendance & PPE required.

assignment, assessment & format /

Assignment 1a/ b/ c/ d: 10% x 4 = 40%

Each student will submit a journaled log book for 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. This aforementioned conclusion should highlight an important point learned 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). Further details will be expanded upon 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 only for each log book.

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. Further details will be expanded upon in class.

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.

Quiz 1 / 2 / 3 / 4: 5% x 4 = 20%

Each student will participate in a quiz at the end of class that covers course material previously discussed. Students will be issued a grade only for each quiz.

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 final assignment as required. Access to a computer at the end of class will be required to complete a quiz on Brightspace.

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 16/17/18/19	yes	3%	no	no comments
Assignment 2	Jan 19	yes	3%	no	no comments
Quizzes 1/2/3/4	Jan 15/16/17/18	no	n/a	no	no submission/ receives zero

*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>