

ARCH 5311 | Professional Practice
Dalhousie University, School of Architecture
Winter 2024

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Term:	Winter 2024
Restrictions:	Year M6 Architecture Students
Credit Hours:	3
Classes:	Monday, January 15th to Friday, January 19th
Location:	HA18/B102 (see schedule for evening lecture and Q+A locations)
Instructor:	Miranda Bailey Talbot Sweetapple
Contact:	miranda.bailey@dal.ca
Hours:	Appointments can be arranged by emailing instructor.

CALENDAR DESCRIPTION:

This course studies principles of professional ethics, partnerships, corporate practices, professional responsibility, and legal aspects of architectural practice. It also considers issues in practice management: contracts, reference documents, finance, costing techniques, and contract administration.

COURSE DESCRIPTION:

The course includes two components:

- Lectures on how costing and budgeting can be essential design tools. It presents principles and methods of cost estimating, budgeting, and cost control.
- A discussion of project delivery methods will be featured in lectures and Q+A with visiting practitioners. Students participate in question-and-answer sessions and critically review speakers' responses.

LEARNING OBJECTIVES:

- understand of how construction cost estimating and budgeting form part of the architectural design process
- learn principles and methods of cost estimating, budgeting, and cost control
- understand how to apply this knowledge to design problems and real-world practice scenarios
- learn methods to calculate architectural fees for a project through standard procurement methods

COURSE SCHEDULE:

Monday, January 15th

1:30pm-2:30pm	Irving Auditorium	Introduction to Professional Practice Week
2:30pm-5:00pm	HA18/B102	Course Introduction/Syllabus Review Costing Seminar 1 - Design Phase Introduction to Assignment 1
6:00pm-7:00pm	Irving Auditorium	Guest Lecture 1: Paul Fast, Fast + Epp
7:30pm-8:30pm	Irving Auditorium	Guest Lecture 2: Jake LaBarre, Miller Hull

Tuesday, January 16th

9:30am-10:30am	B015	Q+A with Guest Lecture Paul Fast
11:00am-12:00pm	B015	Q+A with Guest Lecture Jake LaBarre
2:00pm-2:30pm	Brightspace	Quiz 1: Estimating During Design
2:30pm-5:00pm	Individual	Workblock: Assignment 1
6:30pm-7:30 pm	Irving Auditorium	Guest Lecture 3: Ann MacIlroy, Brook McIlroy

Wednesday, January 17th

9:30am-11:00am	Individual	Workblock: Assignment 1
11:00am	Brightspace	Assignment 1 Deadline
11:00am-12:00pm	B015	Q+A with Guest Lecture Ann MacIlroy
2:00pm-3:30pm	HA18/B102	Costing Guest Speaker: Brant Quist <i>Owner and Founder of Axios Construction</i> <i>Quantity Surveyor and Construction Manager</i>
4:00pm-5:00pm	HA18/B102	Costing Lecture 2: Construction Phase

Thursday, January 18th

9:30am-10:00am	Brightspace	Quiz 2: Costing During Construction
10:30am-12:00pm	HA18/B102/Zoom	Costing Guest Speaker: Veronica Madonna <i>Founder and Principal of VMA Studio</i> <i>Life Cycle Analysis and Carbon Calculating</i>
https://us02web.zoom.us/j/88118082514?pwd=TTFvaEh6TmNSZHhXaytSRnN0QkZLZz09 Meeting ID: 881 1808 2514 Passcode: 335347		
1:00pm-4:00pm	HA18/B102	Costing Seminar 3: Fees for Basic Services <i>Procuring Public Projects, RAIC Fees Guide,</i> <i>Architectural Fees on Projects, Basic Excel Skills.</i> Introduction to Assignment 2
5:30pm-6:30pm	Irving Auditorium	Guest Lecture 4: Renee Daoust, Daoust Lestage Lizotte Stecker

Friday, January 19th

9:30am-10:30am	B015	Q+A with Guest Lecture R. Daoust
11:00am-12:00pm	Group Work	Workblock: Assignment 2
2:00pm-5:00pm	HA18/B102	Costing wrap up <i>Groups can schedule meetings for questions on Assignment 2.</i>
5:00pm	Brightspace	Assignment 2 Deadline

SUBMITTALS:

Log Book (Individual)

Information:	Guest Lectures, Q+A Sessions, and M6 Costing Seminars
Task:	Attend all lectures, Q+A sessions, and Costing Seminars. Take notes, make sketches and diagrams, and assemble them into an organized document.
Group size:	Individual
Due date:	Sunday, January 21st at 5pm
Weight:	25% of final grade
Format:	PDF, 8.5x11, portrait orientation Can be typed or handwritten but must be legible.
Evaluation criteria:	Evaluation will be based on completeness, evidence of attendance and engagement, organization, and clarity.
Late assignments:	(without SDA) 10% deduction for each day late.

Clear communication skills is an important part of the architecture profession. It is often the role of the Project Architect to produce meeting minutes for projects. Being a good listener and note taker is a skill that comes with practice. Also being able to communicate to a builder, client, or engineer with a quick handsketch can help clearly communicate ideas for discussion. Throughout the week, students will practice this skill through attending guest lectures, participating in Q+A sessions by preparing and asking questions, and attending costing seminars. Each student will produce a journaled log book. The log books are written recordings of the content discussed which should include - but not be limited to - written notes, sketches, relevant diagrams, references, and a brief conclusion by the student about the topic.

Log Book Contents:

Cover Page: Professional Practice Week 2024, PPW Log Book, Student Name, Date

- 1.0 Guest Lectures:
 - 1.1 Paul Fast (lecture and Q+A)
 - 1.2 J. LaBarre (lecture and Q+A)
 - 1.3 Ann MacIlroy (lecture and Q+A)
 - 1.4 Renee Daoust (lecture and Q+A)
- 2.0 Costing Seminars:
 - 2.1 Estimating During Design
 - 2.2 Costing During Construction
 - 2.3 Fees for Basic Services
- 3.0 Costing Guest Speakers:
 - 3.1 Brant Quist
 - 3.2 Veronica Madonna

Note: it does not have to be in this order, but all the above content must be included and should be well organized.

Quiz 1: Estimating During Design (Individual)

Information:	Based on material from Costing Seminar 1: Estimating During Design Phase
Task:	10 multiple and T/F questions
Group size:	Individual
Date:	Tuesday, January 16th at 2:00pm until 2:30pm
Weight:	10% of final grade

Quiz 2: Costing During Construction (Individual)

Information:	Based on material from Costing Seminar 2: Costing During Construction
Task:	10 multiple and T/F questions
Group size:	Individual
Date:	Thursday, January 18th at 9:30am until 10am
Weight:	10% of final grade

Assignment 1: Reviewing Construction Estimate (Individual)

Information:	CHOP and Costing Seminar 1
Task:	Review a cost estimate for a project and identify errors.
Group size:	Individual
Due date:	Wednesday, January 17th at 11am
Weight:	20% of final grade
Format:	Using red ink (by hand or computer) mark-up estimate directly on the PDF estimate provided.
Evaluation criteria:	Evaluation will be based on identification of errors, correction of errors, and clear/legible communication.
Late assignments:	(without SDA) 10% deduction for each day late.

Assignment 2: Fee Proposal (Group - 3 to 4 students)

Information:	RAIC Fee Guide and Costing Seminar 3
Task:	In groups prepare a fee proposal in response to a request for proposal.
Group size:	3 to 4 students
Due date:	Friday, January 19th at 5pm
Weight:	35% of final grade
Format:	Excel Spread Sheet - submit both excel and pdf format.
Evaluation criteria:	Evaluation will be based on application of RAIC fee guide to determine a reasonable fee for architectural services, proper use of excel formulas, and well organized presentation of spreadsheet.
Late assignments:	(without SDA) 10% deduction for each day late.

EVALUATION:

25%	Log Book (Individual)
10%	Quiz 1: Costing During Design Phase (Individual)
10%	Quiz 2: Costing During Construction (Individual)
20%	Assignment 1: Reviewing Construction Estimate (Individual)
35%	Assignment 2: Fee Proposal (Group)

Grading Format

The instructor will evaluate assignments by providing a numerical point score following the stated scoring. Where appropriate, written comments will be provided.

The final grade is the letter grade equivalent to the sum of assignment grades.

Late Assignments or Missed Quizzes:

- With a Student Declaration of Absence (SDA), a late assignment is typically accepted without a penalty.
- Without an SDA: 10% deduction for each day late (late assignments will be accepted up to one week after the due date and time)

Grade	Grade Point	Percent	Definition	
A+	4.30	90–100	Excellent	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		
B+	3.30	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	3.00	73–76		
B–	2.70	70–72		
C+	2.30	65–69	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefitting from his/her university experience.
C	2.00	60–64		
C–	1.70	55–59		
D	1.00	50–54	Marginal Pass	Evidence of minimally acceptable familiarity with subject matter, critical and analytical skills.
F	0.00	0–49	Inadequate	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.
INC	0.00		Incomplete	
W	neutral			Withdrew after deadline
ILL	neutral			Compassionate reasons, illness

REFERENCES:

Recommended References:

Royal Architectural Institute of Canada. Canadian Handbook of Practice (CHOP) -
(link provided on Brightspace)

Hanscomb Ltd. Yardsticks for Costing. (excerpts will be provided in class)

Altus Group. Cost Data Parameters. (excerpts will be provided in class)

RAIC Fee Guide (link provided on Brightspace)

RAIC Doc 6 - Standard Client and Architect Agreement

CACB STUDENT PERFORMANCE CRITERIA:

The BEDS/MArch program enables students to achieve the accreditation standards set by the Canadian Architectural Certification Board. They are described at <https://tinyurl.com/cacb-spc-2017> (pages 14–17). This Dalhousie ARCH course addresses the CACB criteria and standards noted on the “Accreditation” page of the School of Architecture website: <https://tinyurl.com/dal-arch-spc>.

UNIVERSITY POLICIES AND RESOURCES:

Academic Integrity

The instructor will not use plagiarism software to check written assignments.

CACB Student Performance Criteria The BEDS/MArch program enables students to achieve the accreditation standards set by the Canadian Architectural Certification Board. They are described at <https://tinyurl.com/cacb-spc-2017> (pages 14–17). This Dalhousie ARCH course addresses the CACB criteria and standards that are noted on the “Accreditation” page of the School of Architecture website: <https://tinyurl.com/dal-arch-spc>

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.

This course is governed by the academic rules and regulations outlined in the University Calendar and the Senate. See the School's 'Academic Regulations' page (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