

ARCH 5308.03/ 5309.03

Professional Practice (Co-op Work Term)
Winter + Summer 2025

and

ARCH 5310.00
Co-op Work Term Continuation
Fall 2024 / Winter + Summer 2025

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CALENDAR DESCRIPTION

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

In ARCH 5308–5309, a student works in the architectural profession for a total of 1000 hours in no less than 24 weeks and completes an academic report on the work experience. The work term is coordinated by Work Integrated Learning and Co-operative Education and must be approved by the School of Architecture.

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.

- 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.

*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 (austin.parsons@dal.ca) by latest **July 15, 2025** 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 ASSESSMENT

Components and Evaluation: The course consists of three components: 1. The Work Placement , 2. Workbook Assignment , and 3. Work Term Presentation. The grade for the course is based on the employer performance evaluation and student work term evaluation for the Work placement component (20%), the Workbook assignment component (45%) and the oral slide show and poster exhibition for the work term presentation component (35%). See course components and evaluation summary below:

1. Work Placement (20%)

- 1.1 Employer Performance Evaluation (10%)
- 1.2 Student Work term Evaluation - Exit Interview Review (10%)

2. Workbook Assignment (45%)

3. Work Term Presentation (35%)

- 3.1 Oral slide show Presentation (25%)
- 3.2 Poster Exhibition (10%)

Submission of Components: Course components are completed during the work term(s) and are submitted at the beginning of the MArch Thesis 1 term by upload (details to follow) to the Work term Coordinator by 4:00pm on the first day of the term you return for M5.

Late submissions will be accepted although penalized; for example, failure to print and pin up the poster for the exhibition will result in Poster Exhibition grade of 0% (see Course Specific Policies section in the course outline for more details).

Grading Format: All components are graded by Dalhousie Instructors with the exception of the Work Placement Employer Evaluation. Criteria for grading include critical analysis and insight, depth of understanding of a particular professional practice topic, graphic quality and relevance of illustrations and diagrams, inclusion of project-related work, and completion of supporting documentation which includes citation or source material. Where appropriate, written comments will be provided. Final grade to be letter grade equivalent to the of sum of component grades.

LEARNING OBJECTIVES

Work Placement 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 student's work term placement. A maximum word count of 1000 words.

Workbook Objective: Comprehensive understanding of one of the Professional Practice topics described by a clear, concise combination of writing, diagram and interview. Using references / major issues from the individual's work- term combined with research and relevant literature to demonstrate a critical analysis of the individual's professional work experience and understanding of the requirements of architects to work effectively in one of the five Professional Practice topic areas stated in the outline. Illustrations are captioned, and sources are referenced in the text; a bibliography and an appendix of selected project-related drawings are included. A maximum word count of 1500 words.

Work Term Presentation - Slide Show Content Objective Addressing all 5 professional practice topics stated in the outline: 1. Leadership, 2. Ethics + Professional Judgement, 3. Legal Responsibilities, 4. Project Delivery and 5. Office Organization (one topic per slide). Demonstrating a broad understanding of each topic and how each topics contributes to both an academic study of issues (Design, Humanities, Technology, Representation) and larger concerns in professional practice, related to your place of work. Provide an overview of the practice and consider how the form of practice relates to the type of Architecture being produced. With a clear, concise, and graphic format, the ideal oral presentation and slideshow will have approximately 8-10 slides (10 minutes max).

Work Term Presentation - Poster Exhibition Objective: Graphically demonstrate a summary of your work term experience by showcasing project-related examples completed during your work term on a 24X36 Poster. The poster will be printed for exhibition at Dalhousie University - School of Architecture.

1. WORK PLACEMENT (20%)

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.

When finding a work term placement is exceedingly difficult, Supervised Research is a possibility. This 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 enrol 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:

- Work Term Agreement: Read and sign this agreement of conduct, and submit it to the Work Term Coordinator prior to starting the work term in January 2025.
- 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 2025, to ensure that your work placement is approved by the School;
- 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 the first day of the term you return for M5 (September 8th 2025). Failure to submit Work Placement documentation by the first Monday of your M5 term will result in a penalty of one-third letter grade. It may also impact your thesis continuation status, as this course is a prerequisite to MArch Year 6.

1.1 Employer Performance Evaluation (10%)

Your employer will submit a performance evaluation from myCareer automatically. This evaluation will consist of a scale, out of 10, and rate your performance in the workplace for this portion of the work placement grade.

1.2 Student Work Term Evaluation - Exit Interview Review (10%)

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 threefold:

- To contribute to the office such that your participation in the work and the life of the office is valued.
- To contribute to your own knowledge and skill in architecture, to develop your thinking about the profession, and begin to establish your own position.
- To receive mentorship and gain both professional insight and experience within the practice of architecture.

The Exit Interview Review has been included to assist you in evaluating these reciprocal roles. The premise is that these roles enhance each other – by receiving mentorship and by gaining experience within the profession of architecture, you can begin to understand the practice and make contributions to the work and the life of the office; as you increase your knowledge and skill in architecture; your knowledge and skill increases; as such, so too does your contribution to the practice and office.

Formal performance reviews are common in most workplaces and are valuable tools for personal and professional growth. While your employer will submit a separate evaluation (1.1), an Exit Interview with your employer provides an opportunity and platform for you to discuss the work term, and receive and provide structured feedback on the work term. It is your responsibility to conduct and orchestrate an exit interview with your employer, or a mentor within your placement.

Description: The Student Work Term Evaluation is an assignment to help you reflect on your work term experience, summarize your exit interview, and critically connect your experience to one of the key Professional Practice topics. Through this review and reflection, you'll have the opportunity to analyze your professional growth, assess the skills you've developed, and identify the particular workbook professional practice topic chosen to explore further within the context of architectural practice.

Format: Limit your Student Work Term Evaluation to 1000 words. Based on your own work term experience, demonstrate an understanding of the role of internship in the office, in personal professional development, and the reciprocal rights and responsibilities of registered interns and employers. The Canadian Handbook of Practice is an important document to review and reference in this discussion. The Student Work Term Evaluation ***is a critical analysis of your work term experience and includes the following content:***

- a) Introduction to the relationship between the type of work the office does and the office structure. Describe your role within the office as a student, the role of registered interns, and the role of your employer.
- b) Summarization of the key points from your exit interview, reflect on the feedback provided by your supervisor and any insights gained from this discussion.

What were your supervisor's main observations about your strengths and areas for improvement? Did your supervisor provide specific feedback on any projects or tasks? If so, summarize these points. How did this feedback influence your understanding of your role and future development as an architect? Were there aspects of your work term that differed from your expectations? If so, explain how and why.

- c) Formulation of research/thesis question or statement that connects your work term and experience to one of the Professional Practice topics (included in the outline) In what way did the work term deepen your understanding of the topic?

Deadline: The Student Work Term Evaluation must be submitted (by upload - details will follow) to the Work term Coordinator by 4:00pm on the first day of the term you return for M5. Late submissions of the Student Work Term Evaluation will be penalized.

2. WORKBOOK ASSIGNMENT (45%)

Introduction: 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. The Workbook has been arranged so that issues of Design, Humanities, Technology, and Representation and may be studied from the vantage point of Professional Practice at 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.

The Professional Practice topics available to select from for the workbook assignment 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.

Description: The Workbook is an academic report that serves as a critical analysis of your work experience as introduced in the Student Work Term Evaluation. It is an academic report that focuses on one of five Professional Practice topics and is based on direct experience, supplemented by research, interviews, and discussions with your employer and colleagues. While the report may include insights from projects beyond those you worked on directly, firsthand experience is preferred. The report should be thoroughly supported by research, including a review of the following:

- Relevant Literature
- Legislation
- Professional handbooks, and the
- *Canadian Handbook of Practice*.

Select one Professional Practice topic that reflects a significant issue encountered during your work term, ideally related to a project you were involved in. This topic may address elements such as conflict resolution, reshaping office processes, or even shifts in office identity.

Please be clear that the Workbook is not intended to be a recounting or diary of your work term activities; *it is a critical academic study of issues and concerns in professional practice based on your place of work, and selected topic.* You should consider your responses in relation to issues and concepts studied in the Professional Practice Modules in the School.

The report must include critical analysis, reference research and relevant literature throughout, and provide citations, a bibliography, illustrations, and diagrams. Additionally, an appendix with project-related examples should be included to support your discussion. Expect to spend at least 30 hours on research, preparation, and completion of this assignment

Format: Your understanding of the chosen Professional Practice topic should be described by a combination of writing, reference to relevant literature, diagram/illustration, and interview. The total length of your report should be no more than 1500 words, plus 5-10 supporting illustrations. The illustrations are an important part of this report, as with any architectural report. All illustrations, diagrams or included imagery must be referenced in the text and have a suitable descriptive caption which clearly indicates authorship. Include a bibliography of your source material, and an appendix of selected project-related drawings which are referenced throughout the text.

Deadline: The Workbook Assignment must be submitted by upload (details will follow) to the Work term Coordinator by 4:00 p.m. on **the first day of the term you return for M5** (September 8th 2025). Late submissions of the Workbook Assignment will be penalized.

PROFESSIONAL PRACTICE 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. While each of these topics will be addressed with one slide each in your Work term Presentation, only one topic will be chosen to relate to your work term experience for the written Workbook Assignment.

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.

Examples of Relevant Literature and References:

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

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

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.

Examples of Relevant Literature and References:

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

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

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.

Examples of Relevant Literature and References:

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

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

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).

Examples of Relevant Literature and References:

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

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

Examples of Relevant Literature and References:

Buntrock, Dana. 2002. *Japanese Architecture as a Collaborative Process: Opportunities in a flexible construction culture*. New York: Routledge.

3. WORK TERM PRESENTATION (35%)

Work Term Presentations are an opportunity to share with your classmates and the School the kind of architectural experience your work term provided. The work term presentation consists of two parts: a Slide show Presentation to your classmates, and a poster exhibition.

3.1 Slide Show Presentation (25%)

Format: 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. 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.***

Deadline: The Slide Show Presentation (powerpoint or PDF) must be submitted by upload (details will follow) to the Work term Coordinator by 4:00 p.m. on ***the first day of the term you return for M5*** (September 8th 2025). A presentation schedule will be announced all presentations will be completed during the first few weeks of term.

3.2 Poster Exhibition (10%)

Format: Prepare a 24X36 poster to celebrate and showcase project-related work from your work term experience. This work should have also been included in your Workbook report appendix, and include captions or an appropriate description to describe your project related involvement during your work term. Make sure to secure your employer's permission to copy/show office work, and provide all sources, authorship, or accreditation.

Deadline: Posters must be submitted by upload to the Work term Coordinator by 4:00 p.m. on ***the first day of the term introduction week when you return for M5*** (September 3rd 2025). The poster should be 24"X36" in page size and not exceed an upload file size greater than 50 MB. Poster printing will need to be arranged during the first day of the introduction week, and hung in the exhibition room by Sept 3 at 5pm (these details will be confirmed) so that there is a maximum exposure to the incoming students and celebration of your work. A grade of 0% will be recorded if the poster is not pinned up by the deadline. Posters will remain in the exhibition room until Sept 7th, and then need to be removed at the end of the day.

Please remember that continuous registration is a requirement of Graduate Studies at Dalhousie; failure to register for any term may result in your automatic dismissal from the M.Arch program by the Dalhousie University - School of Architecture | Course Outline for the Master's Co-op Work Term Faculty of Graduate Studies. Before departing for your work term, 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 Emily Thorpe (emily.thorpe@dal.ca) or Brian Lilley (brian.lilley@dal.ca).

For questions regarding the work placement, please contact the Work Term Coordinator Kelly Roche at Work Integrated Learning and Co-operative Education.

RESOURCES

Guidelines for Citing Sources: Use Chicago Manual of Style: Humanities Style (Illustration captions, notes, and bibliography). For details, see:

Chicago quick guide: <http://tinyurl.com/chicago-quick-guide>

Chicago Manual full guide: <http://tinyurl.com/chicago-full>

The Writing Centre: 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 provide 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)

The Writing Centre's main location is in the Killam Library, Room G40. There are some excellent online writing resources available on the website: Dalhousie Academic support/ writing centre https://www.dal.ca/campus_life/academic-support/writingand-study-skills.html . Through this link you can also register for writing workshops, or a one-on-one appointment for assistance with your writing.

There is also a location on Sexton Campus, Room A109. For the Sexton location, it is preferred if you book an appointment using the Sexton link: <https://www.dal.ca/faculty/engineering/mmsc.html>

UNIVERSITY GRADE STANDARDS (GRADUATE)

The graduate grades in the chart following apply to the final grade for the course. Grades for individual assignments can include grades in the C and D range.

University Grade Standards for Individual Assignments

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 one's 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	

In a graduate course, a final grade below 70% (B–) is reported as an F.

COURSE SPECIFIED POLICIES

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

	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?
Student Work Term Evaluation	Sept 09	Yes	3%*	Sept 30	receives 0% and no comments
Workbook Assignment 2	Sept 09	yes	3%*	Sept 30	receives 0% and no comments
Slideshow Presentation	Sept 09	yes	3%*	Sept 30	receives 0% and no comments
Poster Exhibition	Sept 09	Yes	Posters which are not pinned up by the exhibition date will receive 0%.		

* 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.

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.
- 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.

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:

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