

Revised Jan 13th

ARCH 5311 | Professional Practice
Dalhousie University, School of Architecture
Winter 2025

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Dalhousie University, School of Architecture

Term:	Winter 2025
Restrictions:	Year M6 Architecture Students
Credit Hours:	3
Classes:	Monday, January 13th to Friday, January 17th
Location:	HA18/B102 (see schedule for evening lecture and Q+A locations)
Instructor:	Talbot Sweetapple
Contact:	Talbot.sweetapple@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 13th

11:45	Irving Auditorium	-PPW introduction
1:00 - 4:00	HA18/B102	- Course Introduction/Syllabus Review - Costing Seminar 1 - Estimating during Design Phase - Introduction to Assignment 1

Tuesday, January 14th

10:00 -12:00	Brightspace	- Work Block Free
1:00 -1:30		- Quiz1: Estimating During Design
2:30 - 4:00		- Workblock: Development of Questions for Tuesday Q and A

Wednesday, January 15th

9:30	Exhibition Room	- Q&A with Guest Lecturer
10:00 - 12:00	Brightspace	- Workblock
12:00		- Assignment 1 Deadline
1:00 - 2:30		- Costing Guest Speaker
2:30 - 4:00	HA18/B102	- Costing Seminar 2: Costing during Construction

Thursday, January 16th

9:30 -10:00	Brightspace	- Quiz 2: Costing During Construction
10:00 -12:00		- Free
1:00 - 4:00	HA18/B102	- Costing seminar 3: Project Procurement and Fees - Introduction to assignment 2

Friday, January 17th

10:00 - 12:00	HA18/B102	- Workblock Assignment 2
1:00 - 4:00		- Working session
5:00pm	Brightspace	-Assignment 2 hand-in

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 19th 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 hand sketch 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 Lecture notes
 - 1.2 Questions developed (for q&A session)
- 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

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 14th at 1:00pm until 1:30pm
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 16th at 9:30am until 10am
Weight:	10% of final grade

Assignment 1: Reviewing Construction Estimate

Information:	CHOP and Costing Seminar 1
Task:	Review a cost estimate for a project and identify errors.
Group size:	Individual
Due date:	Wednesday, January 15th 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 - 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 17th at 9pm
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