

ARCH 657 (3-0-3)

**ADVANCED PROFESSIONAL PRACTICE AND ETHICS, OR
PROFESSIONAL PRACTICE II, OR
ADVANCED PROFESSIONAL PRACTICE AND ETHICAL STANDARDS**

Prerequisite: ARCH 457 and Graduate Classification in Architecture at Texas A&M University. Introductory business (accounting, management, finance, marketing, and law) courses are recommended by the professor.

Spring 2010 (TTH 1110-1225 HOURS)
Department of Architecture

JOHN ONLY GREER, FAIA, CCS
Wallie E Scott Professor of Architectural Practice

SYLLABUS

I. INTRODUCTION

Business, legal environment, and political environment; design and construction industry; legal forms of practice; office organization, personnel practices, policies and management; basic and expanded professional services; economics of practice, profit planning; client selection; standard forms of agreement and conditions. Professional ethics, professional liability, and risk management. (Reference: Texas A&M University Graduate Catalog)

II. COURSE DESCRIPTION

A three credit-hour lecture course with occasional, specialty visiting lecturers. This professionally oriented, graduate level course deals with issues and relationships within the business, legal, and political environment; legal forms of practice, office organization, personnel practices, policies and management; expanded services; economics of practice, profit planning and accounting; client selection; standard forms of agreement; and risk management.

III. COURSE OBJECTIVES

This course expects to complement design and technical subject material, also normal to architectural education, to provide the graduate with balance to advance with confidence and opportunity through entry-level positions in architectural disciplines, toward licensing in architecture and leadership in the interest of the public's health, safety, and welfare.

IV. PERFORMANCE EVALUATION

Three written examinations will be given, weighted as shown in the course schedule, totaling 90% of the overall grade. The remaining 10% of the grade will be based upon attendance, participation in class, progress, and such other factors as the instructor may deem individually appropriate and equitable, including writing assignments. Missing the first class will be considered as any other absence.

The preponderance of the written examinations will be multiple choice questions similar in style and content with the NCARB Architectural Registration Examination. A few questions may be true-false, fill-in-the-blank, or call for a short essay. In the latter case, correct English usage (composition, grammar, capitalization, punctuation, and spelling) and proper professional terminology and style will be judged in addition to content.

Missing any of these four scheduled major examinations will be considered very seriously, including for any extraordinary assignments in other classes such as field-trips or conflicting schedules. Be prepared in such an event to present written, substantiated statements of justification in advance of the absence (except in cases of sudden, incapacitating illness) for approval in advance.

Examinations are an integral part of the learning process and will be written and reviewed with this in mind. Class grades may be curved, in either direction, in order to achieve an equitable accounting of both the instructor and the class.

If a positive, class up-grading curve is used on any of the three interim major examinations, students who have more than one unexcused absence from class during the period which the examination covers will not receive the benefit of such a grade adjusting curve. In other words, whether or not a curve is used will be determined based on the performance of the class in taking the examination, but only those students who have one or less unexcused absences during the period which the examination covers will receive the benefit of any such curve.

If a positive, class up-grading curve is used on the comprehensive final examination, students who have more than a total of three accumulated unexcused absences during the semester will not receive the benefit of such a grade adjusting curve. In other words, class attendance is considered to be very important to student performance evaluation (grading) by the professor.

Honor Please note, respect and remember, in all of your business, in this class and throughout your life, professional and personal, the Aggie Code of honor states that students at and graduates of Texas A&M University value honesty and personal integrity; Re: Honor Council Rules and Procedures on the web:

Aggie Honor Code
“An Aggie does not
Lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the honor Code, to accept responsibility for learning and to follow the philosophy and rules of the honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M University community from the requirements or the processes of the honor System. For additional information please visit: www.tamu.edu/aggiehonor/

On all course work, assignments, and examinations at Texas A&M University, the following Honor Pledge shall be preprinted and signed by the student:

“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

Such values and ethical principles are worthwhile and so are you.

V. REFERENCES

The Architects Handbook of Professional Practice (M107 below); AIA; specifically:

AIA Documents	Required Texts		Optional Reading	
	ARCH 657	ARCH 457	ARCH 657	ARCH 457
A101			*	*
A171			*	
A201 (1997)		*(\$13.35)	**	
A201/CM			*	
A271			*	
A310			*	*
A311			*	*
A501			*	
A511			*	*
A511/CM			*	
A521			*	*
A571			*	
A701 (1997)		*(\$3.00)	*	
A771			*	
B101 (2007); formerly B141 (1997)		*(\$10.00)	**	
B141/CM (1992)	*(\$4.70)			
B171 (2003)	*(\$4.65)			
B801			*	
C141 (1997)	*(\$13.35)			
D200			*	*
F502			*	
F503			*	
F504			*	
G701 (2000) (1 sheet)		*(\$.65)	**	
G702 (1992) (1 sheet)		*(\$.65)	**	
G703 (1992) (1 sheet)		*(\$.65)	**	
G704 (1992) (1 sheet)		*(\$.65)	**	
G706			*	*
G706A			*	*
G707			*	*
G710			*	*
G711			*	*
G714 (1987)		*(\$.65)	**	
G807			*	*
M107 (Handbook w/4 binders @\$6.95 ea)			**(\$265.00)	**(\$265.00)
M107SE (Student Edition)			*(\$99.00)	*(\$99.00)
Z100 (Supplement Service)			**(\$70.00)	**(\$70.00)
The Architecture Student's Handbook of Professional Practice; AIA; John Wiley and Sons (includes CD-ROM with samples of AIA Contract Documents)	(\$100.00)		(\$100.00)	
Approx Costs, TAMU Bookstore Spring 2009	(\$100.00)	(\$29.60)		

NOTE: Purchases from one of the AIA sources listed on next page should result in cost savings of 20% to 33%. However, it might take more time. If one were to purchase through an AIA source, then one should do it promptly. And, if one expects to purchase documents at the TAMU Bookstore, that should be done promptly as well for the Bookstore often sells out before all have documents.

Optional Reading

ARCH 657

ARCH 457

Other

Legal Aspects of Engineering and Architecture; Justin Sweet; West Publishing

*

*

Handbook of Modern Construction Law; Javaniah Lambart and Lawrence White; Prentice-Hall

*

*

Texas Construction Law Manual; Joe Canterbury; Shepard's McGraw-Hill

*

*

Marketing for the Small Design Firm; Jim Morgan; Whitney Library

*

The Art of War Plus the Art of Marketing OR the Art of Sales; Gary Gagliardi, Sun Tzu; Clearbridge Publishing

*

Compensation Guidelines for Architectural and Engineering Services; AIA

*

*

Manual of Practice; CSI; Specifically for the Construction Documents Fundamentals and Formats and the Specifications Practice Modules; and most specifically the sections on Formats, Specifications, Drawings, Coordinating Drawings and Specifications, Writing Specifications, Methods of Specifying, and Specification Language

*

*

Practice Specifier; Walter Rosenfeld; McGraw-Hill

*

*

Project Management and Construction; Sidney Levy; McGraw-Hill

*

*

Professional Practice; Paul Segal, FAIA; W W Morton

*

*

Up the Organization; Robert Townsend; Fawcett Crest

*

*

One set of "specifications"; a complete "project manual: for any commercial project which uses the CSI division format

**

Sources

Texas A&M University, or any other bookstore or AIA documents service, including:

Fort Worth Chapter AIA
1425 Eighth Avenue, Suite 100
Fort Worth, Texas 76104

(817 927 2411) (FAX 817 924 2444)
(Email AIAFW@aiafortworth.org)

Houston Chapter AIA
3000 Richmond, Suite 500
Houston, TX 77098

(713 520 0155) (FAX 713 520 5134)
(Email barrie@aiahouston.org)

San Antonio Chapter AIA
816 Cameron, Suite 211
San Antonio, TX 78212

(210 226 4979) (FAX 210 226 3062)
(Email torrey@aiaasa.org)

AIA Fulfillment
8340F Beechcraft Avenue
Gaithersburg, MD 20879

(800 365 2724) (FAX 800 246 5030)

VI. COPYRIGHTS AND SCHOLASTIC DISHONESTY

The handouts used in this course are copyrighted. "Handouts" in this usage means all materials generated for this and related classes which include but are not limited to syllabi, examinations, articles, example examination problems, notes, and review sheets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I or the author expressly grant permission.

As commonly defined, plagiarism consists of passing off as one's own ideas, words, or writings, for example, which belong to another. In accordance with this definition, plagiarism is committed if one copies the work of another person and turns it in as their own, even if they should have the permission of that other person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which the generation of knowledge cannot be safely communicated.

If you have any questions regarding plagiarism, or any similar academic concepts, please consult the latest issue of the *Texas A&M University Student Rules*, under the section "Scholastic Dishonesty."

VII. DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please contact the Department of Student Life, Services for Students with Disabilities in Room B118 Cain Hall or call 845 1637.

VIII. CONCEALED WEAPONS

The Concealed Handgun Bill became law in Texas on 1 January 1996. This law allows all eligible individuals who have acquired a permit to carry a concealed weapon. Nevertheless, this law does not allow a person to carry a weapon on any property owned by Texas A&M University. To do otherwise is a violation of the Texas Penal Code, Section 46.03, entitled, "Places Weapons Prohibited," which makes it an offense if a person intentionally, knowingly or recklessly goes on the physical premises of a school or educational institution with a firearm, illegal knife, club or prohibited weapon. This third degree felony is punishable from two to ten years imprisonment and up to \$10,000 in fines.

In spite of the legalization to carry a firearm, extreme caution should be exercised so as not to "forget" and bring a weapon onto campus in a vehicle or in an individual's possession while attending classes, programs, athletic events or for any other purpose. University Police Department will vigorously enforce any violation of the "Places Weapons Prohibited" law to assure the safety of all Texas A&M Faculty, staff and students. I would appreciate your cooperation in ensuring the safety of our campus community.

IX. 657 COURSE SCHEDULE

<u>Schedule</u>	Tues	19	Jan	First Class (Roll, introduction, syllabus, 457, conduct, research, design, liability, risk, and IDP)
	Tues	2	Feb	Ethics
	Tues	9	Feb	Personnel Practices and Consultants (AIA, C141 or newer document)
	Thurs	18	Feb	FIRST EXAMINATION (20%)
	Tues	23	Feb	Legal Forms of Practice
	Tues	23	Mar	Profit Planning (Accounting)
	Tues	30	Mar	SECOND EXAMINATION (20%)
	Tues	13	Apr	Client Selection (Marketing)
	Tues	27	Apr	Course Evaluations
	Thurs	29	Apr	THIRD EXAMINATION (20%)
	Tues	4	May	Last Class (Review 457)
	Fri	7	May	FINAL EXAMINATION (30%) 1500 HOURS

<u>Summary</u>	5.00	hrs	(4)	Introduction Greater Professional, Community, and Relationships Professional Opportunities, Responsibilities, and Risk Management
	7.50	hrs	(6)	Organizing for and Legal Forms of Practice
	3.75	hrs	(3)	Consultants and Interior Architecture
	2.50	hrs	(2)	Ethical Standards
	6.25	hrs	(5)	Costing, Fee Determination, and Planning for Profit
	5.00	hrs	(4)	Marketing Services (Client Selection); Guest Lecturers
	1.25	hrs	(1)	Evaluation and Review
	31.25	hrs	(25)	Total Instruction (actual time and meetings; 12.5 wks)
	2.50	hrs	(2)	Spring Break
	<u>3.75</u>	<u>hrs</u>	(3)	Examinations
	37.50	hrs	(30)	Total Semester (actual time and meetings; 15.0 wks)

Guest lecturers on specific subject areas are planned during the semester as they may be confirmed.

ARCH 457 was formerly a prerequisite for ARCH 657. Any graduate students who have not taken ARCH 457 or its equivalent are invited to audit ARCH 457 (without a requirement to take the examinations; although taking the first three examinations without being graded is encouraged) beginning on or about 23 Feb 2010. ARCH 457 is offered TTh 1245-1400 in ARCB (Gieske) room 209.

Attachments are available online:

To access attachments login to your "archstudent" account. You will find the syllabus attachment in the ARCH 457 ARCH 657 Class Folder in the "Resources" Files.