Professional Practice: Pre-Design, Project and Office Administration
Design methodology, typology programming, site analysis, budget formulation and pro forma procedures, office management emphasizing professional service and ethics as well as project management focusing on the architect’s responsibilities during construction.

1. Course Overview and Objectives
As an overall examination of the activities and skills that make up the daily activities of the architect, the course is designed to introduce the student to the scope of services and areas of responsibility that are encountered in the practice of architecture.

The course is divided into 4 main topic sections:
1. The Profession
2. The Practice
3. The Project
4. The Promise-Contracts and Agreements

The goal of the course to develop in the student a broad understanding of the basic areas of professional practice balancing architectural services with business practices.

2. Grading: Final grade as a percentage of course requirements/activities

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation/Attendance/Presentations</td>
<td>20%</td>
</tr>
<tr>
<td>Class Quizzes* (12-15 “pop” quizzes)</td>
<td>40%</td>
</tr>
<tr>
<td>Assignment</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
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</tbody>
</table>

*NOTE: All quizzes will be based on the assigned readings for that day

3A. Protocols and Class Attendance:
Attending all class meetings is essential to earn 20% of your grade. No absences will be excused without proper documentation. Late arrivals, disappearances or early departures will be considered absences. Quizzes will be given during most class sessions. Often times the quizzes will be given in two parts during different portions of the class. Unexcused absences will affect your grade. Each quiz score does affect your grade—unless otherwise noted. Absences may lead to failure of the course, even if the course work is completed and test scores indicate a passing grade. Refer to current USC School of Architecture Approved Attendance Guidelines for additional information. These guidelines will be enforced throughout this course.

3B. Timeliness and Deadlines
All work is to be done on time to receive full credit. Work not completed at the time of the due date will receive a reduction of one full letter grade. Unsatisfactory performance reports will be issued to students whose work is not satisfactory. An “Incomplete Grade” (IN) is limited by University policy to cases of extended documented illness or family emergency and will be only be issued to students having a passing grade in the last weeks of the semester.
4. Plagiarism
University guidelines regarding plagiarism pertain to original student work. Each student is expected to perform their own class assignments, take quizzes and complete exams. Assistance received or the flagrant appropriation of the work of others will be considered as non-original work and will be treated as plagiarism.

5. Accreditation
The USC School of Architecture’s five-year BARCH degree is an accredited professional architectural degree program. All students can access and review the NAAB Conditions of Accreditation (including the Student Performance Criteria) on the NAAB Website http://www.naab.org/accreditation.

6. Students with Disabilities
Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to the instructor as early in the semester as possible. DPS is located in STU 301 and is open 8:30AM-5PM, Monday through Friday. The phone number for DSP is (213) 740-0776.

7. Academic Integrity
USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own. All students are expected to understand and abide by these principles. Scampus, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A: http://www.usc.edu/dept/publications/SCAMPUS/gov/
Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: http://www.usc.edu/student-affairs/SJACS/

8. Required Text

Additional, Optional Texts

Part 1: The Profession

Introductory Lecture
01/09/16 00-00-01  Running a Design-Focused Practice Like You Mean It!

Chapter 1: Professional Life
01/11/17 Ch1, 1.1,1.2  The Profession

01.16.17 Holiday  Martin Luther King Day: No Class meeting

01/18/17 Ch1, 1.2  Ethics and Professional Conduct
Pgs. 15 thru 18
a. AIA Code of Ethics
b. CAB, Architects’ Practice Act, Rules of Professional Conduct

01/23/17 Ch1, 1.3, 1.4  Leadership Participating in Professional Organizations Stewardship
Pgs. 19 thru 29

Chapter 2: Legal Dimensions of Practice
01/25/17 Ch2, 2.1  Architects and the Law
Pgs. 30 thru 44
a. Intellectual Property
b. Codes and Regulations
c. Laws governing Business

GUEST SPEAKER: Jennifer Hughes, Attorney at Law, Hughes Media Law

01.30.17 Last day to drop without a “W” and with 100% refund.

02/01/17 Ch2, 2.2  The Regulation of Professional Practice
Pgs. 44 thru 50
a. Licensing
http://www.ncarb.org/Getting-an-Initial-License.aspx
b. IDP
c. NCARB
http://www.ncarb.org/Experience-Through-Internships/IDP2-Experience-Categories-Areas.aspx

Chapter 3: Professional Development
02/06/17 Ch3, 3.1  Developing Leadership Skills
Pgs. 51 thru 64
Ch3, 3.2  Mastering Communication Skills
Pgs. 64 thru 73

GUEST SPEAKER: Krista Becker FAIA, Zimmer Gunsul Frasca Architects LLP, “Mastering Communications”
Part 2: The Practice

02/08/17 Chapter 4: Firm Development (Developing a Practice)
Ch4, 4.1 Starting an Architecture Firm Pgs. 76 thru 87
Ch4, 4.2 Firm Legal Structures Pgs. 87 thru 97

02/13/17 Ch4, 4.3 Firm Identity and Expertise Pgs. 97 thru 109
Ch4, 4.4 Team Building Pgs. 110 thru 120

GUEST SPEAKERS: Film Producers: Stephen Nemeth, Michael LaFetra...

02/15/17 Ch4, 4.5 Marketing Strategy & Planning Pgs. 121 thru 133
Ch4, 4.6 How Clients Select Architects Pgs. 133 thru 144


02.20.17 Holiday President’s Day: No Class meeting

Chapter 5: Running a Practice

02/22/17 Ch5, 5.1 Financial Planning Pgs. 145 thru 154
Ch5, 5.3 Maintaining Financial Health Pgs. 165 thru 173

02/27/17 Ch5, 5.4 Risk Management Strategies Pgs. 174 thru 185
Ch5, 5.5 Insurance Coverage Pgs. 194 thru 200

GUEST SPEAKERS: Ryan J. Kohler, Attorney at Law, Collins Collins Muir + Stewart LLP

03/01/17 Ch5, 5.7 Information Management Pgs. 218 thru 224

Arch 525 Midterm distributed on 03.01.17. Due: 03.08.17, 12 Noon SGM123

03/06/17 Ch5, 5.8 Computer Technologies in Practice Pgs. 225 thru 238
i. Building Information Modeling

GUEST SPEAKER: Kate Diamond, Design Principal, HDR Architects, “Integrated Project Delivery”

Part 3: The Project

Chapter 10: Building Codes and Regulations

03/08/17 Ch10, 10.1 Building Codes and Standards Pgs. 533 thru 554
Ch10, 10.2 Community Planning Controls Pgs. 554 thru 568

GUEST SPEAKERS: LADBS Building & Safety/ Green Building/ Inspection Bureau

03.12.17 -03.19.17 Spring Break

Chapter 6: Project Definition

03/20/17 Ch6, 6.1 Defining Project Services Pgs. 240 thru 248
Ch6, 6.2 Professional Services & Compensation Pgs. 249 thru 259

03/22/17 Ch6, 6.3 Programming Pgs. 260 thru 267
Course Outline: Reading Assignment
Arch 525: Professional Practice, Spring 2017
School of Architecture, SGM 123

03/27/17  Ch6, 6.4  Research & Analysis  Pgs. 267 thru 281
           Ch6, 6.5  Evidence Based Design  Pgs. 281 thru 292
03/29/17  Ch6, 6.6  Integrated vs. Traditional Practice  Pgs. 293 thru 302

Chapter 7: Project Development
04/03/17  Ch7, 7.1  Sustainable Design and Current Regulations  Pgs. 303 thru 318
           Ch7, 7.2  Sustainable Product Selection  Pgs. 318 thru 330

GUEST SPEAKER: Bill Schmalz, Technical Principal, Perkins + Will  “Writing for Architects”

04/05/17  Ch7, 7.3  Building Design/Project Phases  Pgs. 330 thru 341
           Ch7, 7.4  Value Analysis & Life Cycle Costing  Pgs. 341 thru 355

Part 3: The Project
Chapter 8: Project Delivery
04/10/17  Ch8, 8.1  Project Delivery Methods  Pgs. 371 thru 387
           Ch8, 8.2  Integrated Project Delivery  Pgs. 387 thru 391
04/12/17  Ch8, 8.3  Construction Documentation  Pgs. 391 thru 402
           Ch8, 8.4  Bidding or Negotiation Phase  Pgs. 422 thru 433

04.12.16  Deadline  Last Day to Drop with a Mark of “W”

Chapter 9: Project Management
04/17/17  Ch8, 8.5  Construction Contract Administration  Pgs. 433 thru 451

GUEST SPEAKER: Nicholas Butcher, Principal, Basis, LLC.  http://www.basisllc.com/  “Costs & Project Management”

04/19/17  Ch9, 9.1  The Effective Project Manager  Pgs. 452 thru 459
           Ch9, 9.2  Managing Architectural Projects  Pgs. 459 thru 478
04/24/17  Ch9, 9.3  Project Controls  Pgs. 478 thru 490
           Ch9, 9.5  Maintaining Design Quality  Pgs. 510 thru 521
           Ch9, 9.6  Project Closeout  Pgs. 522 thru 532

Part 4: “The Promises” (Contracts and Agreements)
Chapter 11 & 12: AIA Documents and Types of Agreements
04/26/17  Exam Review (Final Class Meeting)
           Ch11, 11.1  Agreements with Owners  Pgs. 576 thru 585
           Ch11, 11.3  Project Design Team Agreements  Pgs. 602 thru 611
           Ch12, 12.1  AIA Documents, An Overview  Pgs. 622 thru 634

04.29.17 to 05.02.17  Study Days

05.05.17  Final Exam: Mon. 05.05.17  11:00 to 1:00 PM, Location TBA