Instructor: John Walsh, (day 572-9922), email mystjpwalsh@aol.com

Grading: 4 Quizzes = 50%, Mid-term Exam = 25%, Final Exam = 25%

Objective: This course introduces the student to the methodologies and philosophies of architectural office practice. Subjects covered include Firm organization and management, client relations, marketing and attaining projects and project production and management. Emphasis is placed on the every-day tasks of managing the Firm and it's projects. Working knowledge is attained through actual job files set-up and execution of common AIA and other project management documents.

Week 1: Architectural Practice;
9/06   Professionalism & Ethics

Week 2: The Firm;
9/13   Typologies & Case Studies

Week 3: Project Management;
9/20   Methods & Case Studies

Week 4: Financial Management;
9/27   Basic Concepts, Fees & Cash Flow

Week 5: Marketing;
10/04   Firm Reputation & Referrals

Week 6: Law & Order;
10/11   Owner-Architect B141 Agreement

Week 7: Law & Order;
10/18   Architect – Contractor Relationship

Week 8: Design Liability
10/25   Risk Management & Liability

Week 09: Project Delivery;
11/01   Historic Models for Delivery

Week 10: Project Delivery;
11/08   The Virtual Office & Computing

Week 11: The Allied Professions;
11/15   CM's, Interiors, Landscape, Etc.

Week 12: Thanksgiving;
11/22   (Advisement Weeks – No Classes)

Week 13: Social Responsibilities
11/29   Community, Education, Leadership

Week 14: School-to-Practice;
12/06   Education, Training, Licensure

Week 15: Observation;
12/13   Visit Architect's Office, Final

COURSE REQUIREMENTS:

Notebook
Students will assemble a notebook, to be made up of handouts distributed at the beginning of each class. A 3" *"Slant-ring"* notebook with plastic sheet protectors is recommended – this will be a good resource for future reference.