

John Patrick Walsh

Professional Practice – ARC2220

Fall 2002

Grading: Homework/4 Quizzes = 50% Mid-term = 25% Final = 25%

Objective: This course introduces the student to the methodologies and philosophies of professional architectural office practice. Subjects covered include organization and management, client relations, marketing techniques, attaining projects and product management and production. Emphasis is placed on the every-day tasks of managing a firm and it's projects. A working knowledge will be attained through the setting up of an actual job file and the execution of common AIA and other project management documents and techniques.

Class participation in discussions is greatly encouraged and suggested.

Note: Re attendance, you are all college students and I will only take attendance as required by the college. However, there will be no extension of deadlines unless approved in advance by John Walsh.

Week 1: 08/29/02	Architectural Practice: What is an Architect? Professionalism and Ethics
Week 2: 09/05/02	The Firm: Typologies and Case Studies
Week 3: 09/12/02	Project Management Methods and Case Studies
Week 4: 09/19/02	Financial Management Basic concepts, fee's and cash flow
Week 5: 09/26/02	Marketing: Ethics, Firm reputation and Referrals
Week 6: 10/03/02	Law and Order: Owner-Architect B141 Agreement
Week 7: 10/10/02	Law and Order: Architect-Contractor (Builder) Relationship and Responsibilities
Week 8: 10/17/02	MID TERM EXAM!
Week 9: 10/24/02	Design Liability: Risk management and liability
Week 10: 11/31/02	Project Delivery: Historic Models for Delivery

Week 11: 11/07/02	Project Delivery: The Virtual Office and the Computer
Week 12: 11/14/02	The Allied Professions: CM's, Interiors, Landscape, etc.
Week 13: 11/21/02	Social Responsibilities: Community, Education and Leadership
Week 14: 11/28/02	Turkey Day!!!
Week 15: 12/05/02	School – to - Practice: Education, Training and Licensure
Week 16: 12/12/02	Overview of Course: Notebooks and Project Manuals Due
FINAL: 12/19/02	Final Exam

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Attention: Pat

444-6089

Pat,

Attached is a list of materials that will be needed for the Drafting 1 class up at Three Rivers this fall. I start class Thursday night and they will need to have this stuff by next week. I believe my students will get both better service and a better deal from you guys than from the bookstore so I'm suggesting they go see you guys. By the way, we have 28 students enrolled for this semester so I'll be going nuts!

Anyway, this is what I'd like them to have. Any questions give me a shout at the above:

- **(Optional)** 24x36" drafting board with parallel bar or t-square. Or a drafting board capable of handling a 18x24" finished drawing sheet (FYI, an 18x24" board doesn't work well at all b/c the bar or t-square grab the edges of the paper/tape)
- 14" wide roll of white or yellow trace paper (they can pick color)
- 4" and 12" - 30/60 triangle
- 8" - 45 triangle
- Architectural scale (triangular type)
- Engineering scale (triangular type)
- 18 x 24" vellum sheets (they'll each need approx. 20 sheets w/ no title blocks)
- Circle template (Berol R140)
- White Vinyl pencil type eraser
- Erasing shield
- Small drafting powder pad
- Drafting dots or tape
- Kneaded eraser
- Crimson red pencil
- **(Optional)** Inexpensive bow compass

They will also need either Pentel pencils (.03, .05, 07) or lead holders and various 'H' series leads for each. Pat, I allow the students to decide what they want in this area because everyone has different likes and dislikes and every time I suggest one specific type of pencil someone races up and will ask if they can use something different.

Sincerely,