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Professional Practice – ARC2220
Fall 2003

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 required.

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: 09/04/03	Architectural Practice: What is an Architect? Professionalism and Ethics	
Week 2: 09/11/03	The Firm: Typologies and Case Studies	
Week 3: 09/18/03	Project Management Methods and Case Studies	
Week 4: 09/25/03	Financial Management Basic concepts, fee's and cash flow	
Week 5: 10/02/03	Marketing: Ethics, Firm reputation and Referrals	(John may be out this week – TBD)
Week 6: 10/09/03	Law and Order: Owner-Architect B141 Agreement	
Week 7: 10/16/03	Law and Order: Architect-Contractor (Builder) Relationship and Responsibilities	
Week 8: 10/23/03	MID TERM EXAM!	
Week 9: 10/30/03	Design Liability: Risk management and liability	

Week 10: 11/06/03	Project Delivery: Historic Models for Delivery
Week 11: 11/13/03	Project Delivery: The Virtual Office and the Computer
Week 12: 11/20/03	The Allied Professions: CM's, Interiors, Landscape, etc.
Week 13: 11/27/03	Turkey Day!!!
Week 14: 12/04/03	Social Responsibilities: Community, Education and Leadership
Week 15: 12/11/03	School – to - Practice: Education, Training and Licensure
Week 16: 12/18/03	Notebooks and Project Manuals Due FINAL: Final Exam