COVID NOTIFICATION:
If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, this course will continue to be taught fully online. Should that be necessary, students will still need to have access to a webcam and microphone for remote delivery of the class. See pages 7, 8, and 11.

ARCH 5392_Professional Practice **Spring 2021**
College of Architecture, Texas Tech University

Instructors:
MaryAlice Torres-MacDonald, Associate Professor
Ph: 713-806-2548, Email: Ma.torres-macdonald@ttu.edu
Lesley Nall Washington, JD, Instructor, Executive Director
Ph: 806-834-0908, Lesley.Nall.Washington@ttu.edu

Graduate Assistant(s):
Aurea Lopez
Email: aurea.lopez@ttu.edu

Professional Practice: Firm Management / Project Management

Location: Online at www.blackboard.ttu.edu
Tuesday evenings from 6:00pm – 8:50pm (course taught through online lecture series in Blackboard.) You will log into Blackboard, then click Blackboard Collaborate Ultra link each week for an online/synchronous session. Attendance will be taken. We will also utilize Zoom during some of our meeting sessions. Please make sure you download this software prior to second week of class.

Office Hours: via BB Collaborate Ultra.
MA. Torres-MacDonald: Tuesday 1pm-4pm (other appointments available upon request)
Lesley Nall Washington: Thursday 12noon-3pm (other appointments available upon request)

Catalog Description: The principles and practice of architectural business including the discussion of professionalism, administration, management, legalities and liabilities. Exploration of current, advanced, and complex processes for the delivery of architecture. F, S.
https://catalog.ttu.edu/preview_entity.php?catoid=13&ent_oid=1230#program-offerings-course-descriptions

Course Description: This 3-hr distance education course addresses the principles and practices of the business of architecture, including stakeholder roles, business practices, project management, legal responsibilities and professional conduct, including ethics. Taught in Blackboard, the course provides online delivery of course material through lectures followed by quizzes; guest speakers; readings for discussion; and a major 'Mock Firm Development Project' which includes Mock Firm Assignments. Student will attend online each week through Blackboard Collaborate Ultra via the Blackboard Collaborate Ultra or Zoom. Attendance online for guest speakers is mandatory as noted in the **Course Calendar**. (p. 11-12).

The deliverables for this course include lecture quizzes (online), Mock Firm Project Assignments (4), Speaker Prompts based on guest speaker topics (7), Reading Reflections (3) and a final Mock Firm Report (1). The content of these deliverables represent learning outcomes of the individual student, (see p. 3)

Course Delivery/ Online platforms and tools:

1_Course is taught through Blackboard (see www.blackboard.ttu.edu for log in access to course) online delivery system and is free to students enrolled in the course.

2_In the case of issues with Blackboard, instructors may use Zoom. All students should download the Zoom software and be prepared. Download and have ready for use by second class, Feb. 2, 2021.

3_Students are expected to turn on their video during class period. **You must have a workable microphone and webcam for this class.**

4_Internet Access. **It is imperative that you have reliable internet service for this course.** Internet access is available in the CoA – see Covid protocols when needing internet access for course use. Please see: https://www.depts.ttu.edu/infotech/learning-teaching-working-remotely/internet.php

Student Learning Objectives and Measurements:

Upon completion of this course, the successful student will have an understanding in the following:

1_(SLO) – understanding the framework and basic knowledge of practice as it relates to the architect's role in society and the professional environment embedded in strong design practice.
(SLOM) - measured through lecture quizzes and major mock firm development project, readings and discussion participation.

2_(SLO) – understanding the ethical responsibilities of practice as it relates to design, society and allied fields.
(LOM) - Measured through lecture quizzes and 'mock firm' project with written works supporting knowledge base, speaker responses and reading & speaker prompt discussion participation.

3_(SLO) – understanding the integral role of design in the business practices of architecture including administrative responsibilities, firm structure, management, project management, business planning, entrepreneurship, and stakeholder roles including that of the architect within this context.
(SLOM) - measured through 'mock firm' project with written works supporting knowledge base, through guest speaker prompts, readings and discussion participation.

4_(SLO) – understanding the legal responsibilities of practice as it relates to society, the business, the client, and the individual professional and its relationship to design in practice.
(SLOM) - Measured through lecture quizzes and written responses to posed questions based on viewing of guest speaker lecture and/or video lecture on this topic. Measured through mock firm development project with written works supporting knowledge base and topic specific discussion participation.

Student Performance Objectives:

1_(PO) – The understanding of and ability to apply basic business principles of practice into the context of an operational architectural firm (firm management).

2_(PO) – The ability to apply ethical dilemmas of practice into the context of an architectural project and examples of architectural project management (project management).

3_(PO) – The ability to use one's graphic design skills in the development of business-related documents relevant to the business practices of architecture (firm management).

4_(PO) – The understanding and application of business management decisions related to architectural firm practice through a series of business-focused assignments (firm management).

5_(PO) – The application of understanding project management practices through a series of assignments focused on a mock architectural project (project management).

6_(PO) – The application of understanding the legal responsibilities of practice as it relates to society, the business, the client, and the individual professional and its relationship to design in practice through written responses, quizzes and mock firm assignments (firm management/project management).

Means of Evaluation:
1_Deliverables+Deadlines

- *Deadlines and all deliverables are noted in red on page 14-15 under your semester calendar.*

2_Methods of Assessment:

- Successful completion of all coursework by deadline noted
- Thoroughness and detail exhibited in coursework expressing a clear understanding of the topic and supported by evidence through response
- Accurate responses to all coursework submissions
- Ability to apply critical thinking skills in the responses to coursework assignments
- Respect of guest speakers through attention and interaction, as well as thoughtful and detailed responses to speaker prompts
- Successful use of blackboard software for coursework deadline submissions and other coursework completion
- Daily checking of course email and announcements to stay abreast of all coursework notifications by instructor and/or GA

Teaching Methods:

- Online lectures providing pause and repeat for reinforced learning
- Online lecture quizzes measuring retention, understanding and application of lecture material
- Guest speaker sessions providing topic specific categories relating to the practice of architecture
- Course help sessions providing interaction with instructors online.

Blackboard Details:

- Should you need assistance with Blackboard, directly under the Blackboard log in icon is a Student Support link. If you are unfamiliar with Blackboard, you should go to this link first and familiarize yourself with the software. When logging into Blackboard, you sometimes need to use : 'ttu\' prior to your user name. If you have difficulty logging in, add this prefix. Go to: www.blackboard.ttu.edu and log into Blackboard 9 (Red button on right). Enter username and password and then click on the course title to access the course homepage. All students registered for the class will have access to the course. If you do not have access, you must first see the advising staff in the CoA to verify you are registered for the course, then notify the instructor of your status.
- If you are having problems with your access to the course, you must contact TLTC Help Desk 806-742-HELP. If you call the help desk for assistance – make sure you tell them you are a student in a Blackboard course.
- Student is responsible for using the tutorials to learn to navigate the software for course use.
- **Student must check Blackboard course e-mail daily**, as updates on course information will be sent through the internal messages within Blackboard, not through TTU's email service. All course requirements will be conducted via the Blackboard website and with the use of Blackboard Collaborate Ultra. Lecture links will send the students to the Mediasite portal to view a lecture. All lectures are closed-captioned but you must turn this on by clicking the "cc" on the lower right side of the screen.
- ***Student should check Blackboard course email daily,*** as updates on course information will be sent through the internal messages within Blackboard, not through tech's email service. All course

requirements will be conducted via the blackboard website and with the use of Blackboard Collaborate Ultra. Lectures may send the student to the Mediasite portal to view a lecture. **STUDENT IS RESPONSIBLE FOR MAKING SURE COURSE WORK IS SUBMITTED TO BLACKBOARD BY VERIFYING SUBMISSION OF WORK.**

***Submitting Assignments and Completing Quizzes: t*he deadlines are firm and will not be adjusted. If you miss a deadline by even one minute, the system will not allow you to submit. For this reason, you are advised to submit your work early to account for any system issues, lag time or any other unforeseen issues that may arise. You will be given more than sufficient time to complete all assignment work by the deadline. Adjusting deadlines due to student error requires additional setting changes on the part of the instructor that is time consuming and cumbersome. Please respect the process of online submission and meet your deadlines.**

NOT VERIFYING THE SUBMISSION COULD LEAD TO AN INCOMPLETE SUBMISSION OR A FAILED SUBMISSION, WHICH WILL EARN YOU A ZERO ON THE ASSIGNMENT.

BROWSER NOTE TO STUDENTS:

- The new Blackboard 9.1 is compatible with most browsers. BUT - Install several browsers on your computer. Remember to clear your cache, history, and cookies. If you view lectures and cannot hear audio, please download multiple browsers. Firefox may be your solution, but it seems to depend on what the student has on their computer. For example, I have to use Chrome to view lectures in order to hear audio on my mac, but I have issues viewing other things in Blackboard and have to use Firefox or Safari for those. See related guide in Blackboard under BB student help button in the course.

Textbooks and Reading Resources:

1. PRIMARY TEXT: The Architect's Handbook of Professional Practice, 15th Edition. American Institute of Architects. Wiley Press, 2014.
   There are three digital copies through the TTU Main Library. Do not check these out so that others in this class can share access to these digital copies.
   Various sources for access to a digital copy of your primary text. Other sources are available through a google search.
   Digital Rental: https://www.ebooktestbank.com/product/the-architects-handbook-of-professional-practice-15th-edition-ebook-pdf/?gclid=CjwKCAjwj975BRBUEiwA4whRB2ibL2rWIKRsxmsIn7FsBm3Nb3eY-HeDvcx3AcjDufxwh0uV61klZRoCHwIQAvD_BwE
   Rental for Hardcopy:
   https://www.amazon.com/Architects-Handbook-Professional-Practice/dp/1118308824
   E-Book:
   https://unibookmaster.com/product/ebook-the-architects-handbook-of-professional-practice-15th-edition/?gclid=CjwKCAjwj975BRBUEiwA4whRB096K4Ahq7bHQ8MtTU5dbIIlCFCP0UFrz6wR7cTPnwXztzlL2-9BRhoCy3QQAvD_BwE
2. Spector, Thomas and Damron, Rebecca. "How Architects Write". Taylor & Francis, 2012.
3. Segal, Paul. "Professional Practice: A Guide to Turning Designs into Buildings". W. W. Norton & Company, NY, NY, 2006.
4. Hensel, Michael U. and Nilsson, Fredrik. "The Changing Shape of Practice". Routledge Taylor & Francis Group, London, NY, 2016.
5. Fisher, Thomas. "Ethics for Architects: 50 Dilemmas of Professional Practice". Princeton Architectural Press. New York, NY, 2010.
6. Cuff, Dana. "Architecture: The Story of Practice". Princeton Architectural Press. New York, NY, 1991.
7. Gutman, Robert. "Architectural Practice: A Critical View". Princeton Architectural Press. New York, NY. 1988

8. A variety of topic specific readings and video sources selected each semester as a course resource are provided through the online course. See Blackboard Source List under “Resources” folder in Blackboard Course Online. Student will have open access to these supplements.

Attendance Policy:

- Students are required to adhere to the CoA attendance policy of no more than 3 absences in order to be eligible for passing standing in the course. 4 absences is cause for failure of this course.
    - Exceptions to this in the case of a Covid infection. Please follow Student Guidebook distributed at the All School Meeting for complete guidelines. See page 8 of this Syllabus for more details. Also report illness via the CoA website at: arch.ttu.edu. A link is provided to report your illness.
- As this course is taught online, all weekly sessions MUST be attended.
- Attendance will be taken each Tuesday evening class period. Students will lose 5 grade points for any and each absence.
- There will be no recordings of the speaker sessions. Be prepared to take notes and participate.
- Help Sessions: these are provided to you as a means for further explanation of course assignments. It is in your best interest to attend these sessions, as typically, those students performing best in this course have a history of attending help sessions. At the end of each class period, we will ask for any student needing further explanation on their coursework to stay in the online class. We will then answer questions related to these.

Grading:

1000 max total course points converted to 100-point scale with an additional 20 bonus points possible. Please see note on page 4 regarding assignment submission.

1_ Student Syllabus and Lecture Viewing Verification Form: (5pts) Read your course Syllabus, check on the lectures to confirm you can view and hear them. Take this seriously because it is commonly the difference in increasing your grade from a B to an A or from a C to a B. No grades will be “averaged-up” to increase your final semester grade. You must also confirm you can view and hear lectures from the Blackboard course.
& Student Introduction: (5pts) Complete your introduction by deadline for up to 5 points bonus. A descriptive and detailed response is expected in order to earn all 5 points.

2_Reflection + Participation = (230 pts)

7 Professional Guest Speakers: 140pts

140 pts. (20 points each). There will be 7 guest speakers this semester noted on your calendar. During this session, you will be required to submit/respond to a series of considerations, prompts or pose a question based on the requirement for each session. This will be done through Blackboard Collaborate Ultra. There may be a case where an alternate means of communication is used in order to accommodate the guest speaker. Students will be notified of access to this should it be the case.

3 Reading Reflection & Discussion: 90pts

(30 pts each) Three readings + discussions to follow designated guest speaker sessions on topic specific material related to: Ethics in the Profession_Equity in the Profession_Diversity in the Profession. Participation is a critical component of your assignment grade.

3_Lectures Quizzes: (260 pts)

Lecture viewing is followed by a Lecture Quiz. Each is worth 20 points and is taken online. Some quizzes have two segments corresponding with their lecture with a total of 20 points (each segment worth 10pts). You will be given ONLY ONE ATTEMPT for each quiz. Closed captions are provided for each lecture (click the cc button on the bottom right of the screen).

4_Mock Firm Assignments: (380 pts)

Four (4) major subject matter exercises relating to practice. #1 is worth 80 points. #2-4 are each is worth 100 points. Assignments focus on the many business aspects of the practice of architecture, including leadership and ethics. Student will submit each in the Assignment tab as noted and will produce a final report booklet that includes all compiled work. Graded from a rubric that includes: graphic presentation, organization, written content, application to course materials, citations, independent thinking, critical thinking, grammar/syntax. You **MUST** cite at least one course lecture in each of your six Mock Firm Assignments. Additional outside resources **MUST** be used and cited. Citations are a minimum requirement of each of these assignments.

5_Mock Firm Development Report: (120 pts)

Project includes compilation of Mock Firm Exercises and three additional categories: Introduction, Organization, Future Vision, Equity & Diversity Firm approach, Reflection/Conclusion and Citations into an overall firm 'booklet' to make us the Mock Firm Development Report. With graphic layout and organization as a relevant component of grading. Point breakdown is as follows:

- Introduction = 30pts
- Future Vision Statement + Firm Details = 25pts
- Organizational/ Content = 10pts
- Conclusion =30pts
- Citations = 15pts
- Grammar = 20pts

BONUS POINTS = up to 20 pts

Mock Firm Assignment Improvements – Highlighted Mock Firm Report. Take this opportunity seriously because it is commonly the difference in increasing your grade from a B to an A or from a C to a B. No grades will be "averaged-up" to increase your final semester grade. In order to earn an "A" you must have a 90.00 average, B minimum is 80.00, C minimum is 70.00. No other changes will be made.

NAAB Criteria Met:

The NAAB Criteria lists two primary levels from which it measures accomplishment. The following is taken from the 2014 document at: http://www.naab.org/accreditation/2014_Conditions and applies to this course:

Realm D: Professional Practice. Graduates from NAAB-accredited programs must understand business principles for the practice of architecture, including management, advocacy, and the need to act legally, ethically, and critically for the good of the client, society, and the public.
Student learning aspirations for this realm include:
_Comprehending the business of architecture and construction.
_Discerning the valuable roles and key players in related disciplines.
_Understanding a professional code of ethics, as well as legal and professional responsibilities.

The accredited degree program must demonstrate that each graduate possesses skills in the following areas at a level of "Understanding" defined by the NAAB as, "The capacity to classify, compare, summarize, explain, and/or interpret information":

D.1 Stakeholder Roles in Architecture: Understanding of the relationships among key stakeholders in the design process—client, contractor, architect, user groups, local community—and the architect's role to reconcile stakeholder needs.

D.2 Project Management: Understanding of the methods for selecting consultants and assembling teams; identifying work plans, project schedules, and time requirements; and recommending project delivery methods.

D.3 Business Practices: Understanding of the basic principles of a firm's business practices, including financial management and business planning, marketing, organization, and entrepreneurship.

D.4 Legal Responsibilities: Understanding of the architect's responsibility to the public and the client as determined by regulations and legal considerations involving the practice of architecture and professional service contracts.

D.5 Professional Conduct: Understanding of the ethical issues involved in the exercise of professional judgment in architectural design and practice and understanding the role of the NCARB Rules of Conduct and the AIA Code of Ethics in defining professional conduct.

2020 NAAB Program Criteria (PC) *https://www.naab.org/wp-content/uploads/2020-NAAB-Conditions-for-Accreditation.pdf (p. 5)*

The following Program Criteria are addressed within the course:

PC.1_Career Paths
PC.2_Design
PC.6_Leadership & Collaboration
PC.7_Learning & Teaching Culture
PC.8_Social Equity & Inclusion

The following Student Criteria are addressed within the course:

Student Criteria (SC) Student Learning Objectives & Outcomes
SC.2_Professional Practice
SC.3_Regulatory Context

University Required Statements and Policies:

COVID-19:

Face coverings are required. Texas Tech University requires that students wear face coverings while in classes, while otherwise in campus buildings, and when social distancing cannot be maintained outdoors on campus.

Signage. Be attentive to signage posted at external and some classroom doorways that indicates entry and exit ways, gathering and queuing spaces, and availability of masks and hand sanitizer.

**A guidebook was distributed to all students in the CoA by College Administration consolidating the requirements of the university and the CoA. Please make sure you understand all policies related to illness and absences. Further information is provided on the college webpage at: arch.ttu.edu

Illness-Based Absence Policy

If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged not to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

1. **If you are ill and think the symptoms might be COVID-19-related:** follow the flowchart provided on page 11.
   a. Call Student Health Services at 806.743.2848 or your health care provider. After hours and on weekends contact TTU COVID-19 Helpline at 806.743.2911.
   b. Self-report as soon as possible using https://ttucovid19.ttu.edu/User/Consent.
   If you have any questions, go here: http://www.depts.ttu.edu/dos/COVID-19Absence.php..

c. If your illness is determined to be COVID-19-related, all remaining documentation and communication will be handled through the Office of the Dean of Students, including notification of your instructors of the period of time you may be absent from and may return to classes.
d. If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.

2. **If you are ill and can attribute your symptoms to something other than COVID-19:**
   a. Notify your instructor of your illness. If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.
   b. During the health provider visit, request a "return to school" note;
   c. E-mail the instructor a picture of that note;
   d. Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.

If you have interacted with individual(s) who have tested positive for COVID-19:
Maintain a list of those persons and consult Student Health Services at 806-743-2911 or your primary care provider on next steps.

Do not return to class until you are medically cleared by your Health Care Provider.

ADA Statement:

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.

Academic Integrity Statement:

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Cheating is also included in the Texas Tech University Catalog and is defined as, "Dishonest behavior on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during and examination or quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alterations of grade records, illegal entry to or unauthorized presence in an office are instances of cheating. Student may not

copy any portion of this course in any manner without consent from the instructor. Student may not share content with any other student or entity. The course material is for academic purposes only. Due to the nature of an online course, working with another student to complete an assignment or utilizing another's work is considered cheating in this course.

Plagiarism is defined as: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore any student who fails to give credit for quotations or an essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, report or other writings of a fellow student, is guilty of plagiarism.
As defined by the Student Affairs Handbook, a plagiarism violation includes, but is not limited to: 1) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, 2) the acknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, and 3) sources of information must be acknowledged in an appropriate manner. Plagiarizing work (design, drawings, etc...) or submitting work which is not your own will result in an "F" grade for the semester. See Part IX, Section E of the Student Affairs Handbook.

Student Handbook 2020-21:

The Student Handbook is available at:
http://www.depts.ttu.edu/dos/docs/2020_2021_Handbook.pdf

Students are expected to comply with all requirements included in the General Purpose, Code of Student Conduct and Community Policies sections. Students are responsible for compliance with all aspects of the TTU Student Handbook.

Student Resolution Center:

The Student Resolution Center is available to assist student services in conflict coaching, mediation, facilitation, training related to a variety of student issues noted on their website at:
http://www.depts.ttu.edu/studentresolutioncenter/complaints.php.
Phone at: 806-742-SAFE.

Religious Holy Day:

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Discrimination, Harassment, and Sexual Violence Statement:

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at titleix.ttu.edu/students. Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, https://www.depts.ttu.edu/scc/(Provides confidential support on campus.) TTU 24-hour Crisis Helpline, 806-742-5555, (Assists students who are experiencing a mental

health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, voiceofhopelubbock.org (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, https://www.depts.ttu.edu/rise/ (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department, 806-742-3931, http://www.depts.ttu.edu/ttpd/ (To report criminal activity that occurs on or near Texas Tech campus.)

Civility in the Classroom Statement:

Texas Tech University is a community of faculty, students, and staff that enjoys an expectation of cooperation, professionalism, and civility during the conduct of all forms of university business, including the conduct of student–student and student–faculty interactions in and out of the classroom. Further, the classroom is a setting in which an exchange of ideas and creative thinking should be encouraged and where intellectual growth and development are fostered. Students who disrupt this classroom mission by rude, sarcastic, threatening, abusive or obscene language and/or behavior will be subject to appropriate sanctions according to university policy. Likewise, faculty members are expected to maintain the highest standards of professionalism in all interactions with all constituents of the university (www.depts.ttu.edu/ethics/matadorchallenge/ethicalprinciples.php).

LGBTQIA Support Statement:

We, your instructors, identify as allies to the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community, and we are available to listen and support you in an affirming manner. We can assist in connecting you with resources on campus to address problems you may face pertaining to sexual orientation and/or gender identity that could interfere with your success at Texas Tech. Please note that additional resources are available through the Office of LGBTQIA within the Center for Campus Life, Student Union Building Room 201, www.lgbtqia.ttu.edu, 806.742.5433."

Office of LGBTQIA, Student Union Building Room 201, www.lgbtqia.ttu.edu, 806.742.5433
Within the Center for Campus Life, the Office serves the Texas Tech community through facilitation and leadership of programming and advocacy efforts. This work is aimed at strengthening the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community and sustaining an inclusive campus that welcomes people of all sexual orientations, gender identities, and gender expressions.

Please see Covid Flowchart on page11 and Detailed Course Schedule on pages 12-13…

TEXAS TECH UNIVERSITY
Student Affairs

COVID-19 Positive Student Test Notification and Protocol

Student Exhibits Symptoms for COVID-19

Fever or chills; Cough; Difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea

No

Student Should **Practice Physical Distancing**, Make Use of Appropriate Personal Protective Equipment as Expected by the University, and Continue to Attend Classes Until Notified Otherwise. Student Should Refer to the Texas Tech Commitment.

Exposed. Student had Close Contact (within 6 Feet for 15 Minutes or More in the Last 48 Hours) with a Probable or Confirmed COVID-19 Person.

If Recommended by a Medical Provider to Quarantine, Student May Complete the TTU Office *of the* Dean *of* Students Support Form for Class Absence Notification, if Needed.

Notification to Class by the IoR if Determined with Contact Tracers that Notification of Exposure is Needed, and That Additional Information Will Follow.

Students should immediately isolate and call **Student Health Services at 806.743.2848** or their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the **TTU COVID-19 Reporting Form**.

Student Tests for COVID-19

Student Tests Negative. If Recommended by a Medical Provider to Quarantine, Student May Complete the TTU Office *of the* Dean *of* Students Support Form for Class Absence Notification, if Needed.

Student Tests Positive

Notifications Occur:

- Lubbock County Health Department
- Office *of the* Dean *of* Students (ODoS)
- Student Health Services (SHS)
- Student Housing (for Students Living On Campus)

Cleaning and Sanitization Protocols Are Implemented by Appropriate Area

Illness-related **Notifications to Instructors of Record** (IoR) by Assoc. Deans through ODoS/SHS. Student May Complete the TTU Office *of the* Dean *of* Students Support Form for Class Absence Notification, if Needed. Students May Notify Their IoR's Directly About Positive Test Results to Expedite this Process.

Illness-related **Notifications to Students/Roommates** by Contact Tracing Team

Student/Roommate Quarantine Period

This document is intended to be a general guide. Circumstances regarding individual students will vary. For questions, please contact the Office *of the* Dean *of* Students at 806.742.2984.

Rev: 12/17/2020 12:44 PM

ARCH 5392_PROFESSIONAL PRACTICE_SPRING 2021_SEMESTER COURSE SCHEDULE

(NOTE: All course lectures and quizzes available for viewing and completion on first day of class.)
Each week, you will log into Blackboard Collaborate Ultra to meet with instructor(s) at 6:00pm unless otherwise notified.

JANUARY

Week 1_Tuesday_January 26
Course Begins. Log into Blackboard Collaborate Ultra at: www.blackboard.ttu.edu. Enter course, click link to Online Blackboard Collaborate Ultra sessions. (6:00-8:50pm)
Introduction of Instructors
Covid Guide Review related to Prof. Practice Course
Review of Course Syllabus / Course Overview
Introduction of Mock Firm concept to coursework
THIS WEEK:
View Lecture 1, Segments 1 & 2 – Quizzes due next week
Complete Student Introduction due next week
Complete Syllabus & Lecture Verification Form due next week

FEBRUARY

Week 2_Tuesday_February 2
Class Online (6:00-8:50pm)
GUEST SPEAKER #1_Frank Marquez_3Design
This Week:
View Lectures 2 & 3 – Quizzes due next week
Guest Speaker #1 Reflection begins
DUE TODAY:
Lecture 1 Quiz Segments 1 & 2
Student Introduction
Syllabus & Lecture Verification Form

Week 3_Tuesday_February 9
Class Online (6:00-8:50pm)
GUEST SPEAKER #2_ Micah Simecek, Studio Red Architecture
This Week:
View Lectures 4 & 5 – Quizzes Due next week
Guest Speaker #2 Reflection begins
Reading Assign #1 Distributed (2 week reading)
DUE TODAY:
Lecture 2 Quiz
Lecture 3 Quiz
Speaker #1 Reflection_Frank Marquez

Week 4_Tuesday_February 16
Class Online (6:00-8:50pm)
GUEST SPEAKER #3_Janis Brackett_Kirksey Architecture
THIS WEEK:
View Lectures 6 & 7 – Quizzes due next week
Guest Speaker #3 Reflection begins
Mock Firm 1 Distributed / Discussed (8:15-8:45pm)
DUE TODAY:
Lecture 4 Quiz
Lecture 5 Quiz
Guest Speaker #2 Reflection (Micah Simecek)

Week 5_Tuesday_February 23
Class Online (6:00-8:00pm)
THIS WEEK:
View Lectures 8 – Quiz due next week
Reading #2 Distributed (2 week reading)
DUE TODAY:
Lecture 6 Quiz
Lecture 7 Quiz
Reading #1 Response Discussion (Participation Req'd)

MARCH

Week 6_Tuesday_March 2
Class Online (6:00-8:00pm)
****GUEST SPEAKER #4_To Be Announced.***
THIS WEEK:
View Lecture 9 – Quiz Due next week
Guest Speaker #4 Reflection begins
DUE TODAY:
Lecture 8 Quiz
Mock Firm Assn 1
Guest Speaker #3 Reflection (Janis Brackett)

Week 7_Tuesday_March 9
Class Online (6:00-8:00pm)
THIS WEEK:
Mock Firm 2 Distributed / Discussed
View Lecture 10 – Quiz due next week
DUE TODAY: see next page…

ARCH 5392_PROFESSIONAL PRACTICE_SPRING 2021_SEMESTER COURSE SCHEDULE

DUE TODAY: (from March 9)
Lecture 9 Quiz Due
Guest Speaker #4 Reflection
Reading #2 Response Discussion (Participation Req'd)

Week 8_Tuesday_March 16
Class Online (6:00-8:50pm)
****GUEST SPEAKER #5_To Be Announced.***
THIS WEEK:
View Lecture 11 – Quiz due next week
Guest Speakers #5 Reflection Begins
Reading #3 Distributed (2 week reading)
DUE TODAY:
Lecture 10 Quiz

Week 9_Tuesday_March 23
Class Online (6:00-8:00pm)
THIS WEEK:
View Lecture 12 – Final Quiz due next week
Mock Firm Assn 3 – Distributed / Discussed
DUE TODAY:
Lecture 11 Quiz
Mock Firm Assn 2
Guest Speaker #5 Reflection

Week 10_Tuesday_March 30
Class Online (6:00-8:50pm)
****GUEST SPEAKER #6_To Be Announced***
THIS WEEK:
View Lecture 13 – Quiz due next week
Guest Speaker #6 Reflection Begins
DUE TODAY:
Lecture 12 Quiz
Reading #3 Response Discussion (Participation Req'd)

APRIL
Week 11_Tuesday_April 6
Class Online (6:00-8:40pm)
THIS WEEK:
Mock Firm Assn 4 Distributed / Discussed
View Lecture 13 – Quiz Due next week

DUE TODAY:
Guest Speaker #6 Reflection
Lecture 13 Quiz
Mock Firm Assn 3

Week 12_Tuesday_April 13
Class Online (6:00-8:50pm)
****GUEST SPEAKER #7_Panel Discussion***
THIS WEEK:
Guest Speakers #7 Reflection begins
Final Mock Firm Development Report - Distributed / Discussed
DUE TODAY: no deadlines today

Week 13_Tuesday_April 20
Class Online (6:00-8:00pm)
THIS WEEK:
DUE TODAY:
Mock Firm Assn 4
Guest Speaker #7 Reflection

Week 14_Tuesday_April 27
Class Online (6:00-8:00pm)
THIS WEEK:
Final Mock Firm Development Report Q&A
DUE TODAY: no deadlines today
You may turn in your report early if you wish to spend more time on your studio final project.

MAY
Week 15_Tuesday_May 4
Last Day of Class
Class Online (6:00-8:00pm)
DUE TODAY:
Submission of Mock Firm Report
Bonus_Highlighted Mock Firm Report Due