

PROFESIONAL PRACTICE

for
Landscape Architecture
and
Architecture



**Landscape Architecture LACH4460
Architecture ARCH4461**

Unit Guide 1st Semester 2007

Patrick Beale + Greg Grabasch Unit Coordinators

The Faculty of Architecture, Landscape & Visual Arts
The University of Western Australia, Crawley WA 6009 Tel. 6488 2582

unit introduction:

This unit examines the professional practice of landscape architecture and architecture through lectures, seminars, workshops and projects centered on a professional mentoring process, 'the mentor scheme' facilitated by ALVA staff, the Australian Institute of Landscape Architects (AILA), the Royal Australian Institute of Architects (RAIA) and the professional landscape architectural and architectural practices in Perth. For the design student, the unit will focus on bridging the gap between the educational experience of design, and the abilities to practice the disciplines in business. Specifically the process of the unit will follow through the various stages of practicing landscape architecture and architecture from project procurement through to contract documentation, project and practice management to project completion.

unit outcomes:

Students will develop:

- Familiarity with the procedures of landscape architectural and architectural practice, the realization and production of managed and designed landscapes and buildings as exemplified in both large and small practices in Perth handling local, national and international projects from both the public and the private sector.
- A basic understanding of office management, contracts and the legal responsibilities and obligations required for the practice of landscape architecture or architecture.
- An understanding of the institutional context which governs the practice of landscape architecture and architecture including national, regional and local planning policy and procedures, environmental law and an appreciation of the nature of the allied disciplines and specialist fields of knowledge.
- Familiarity with alternative modes of professional practice applicable to office management structures, staff expertise and procurement, project delivery, and research and development practices.
- Experience in the formulation and management of project design teams, project research and professional oral presentation.
- Where possible, opportunities for further mentorship and possible work experience and employment with the professional offices.

unit content:

The unit is focused upon the overall practice of landscape architecture and architecture in the workplace. One of the intentions of the unit is to enable students to develop some familiarity with the day to day procedures of professional practice, and to gain a basic understanding of the operational context of practice. To this end the unit spends some time establishing a fundamental understanding of how offices are organized and run, and how projects are procured and managed including procedures for bidding, contract formulation, documentation and administration through to project completion. The role and responsibilities of the professional bodies responsible for and affiliated with the practices of landscape architecture and architecture are presented.

For the landscape students, this unit is run in conjunction with Professional Documents unit which provides greater detail in the preparation of landscape professional documents including documentation plans, typical construction details and written technical specifications associated with the tender and construction of landscape works.

For Architecture Students the unit is complimentary to ARCH 5560, Professional Practice taught in 2007 by Sara Stace. While every effort has been made to avoid redundancy in either unit, students should be prepared for some crossover in topics across the two units. Each unit will deal with different aspects of common topics such as the registration process, contracts, and codes of practice. Broadly the 5560 unit will deal with prescribed information and understanding it, whereas 4461 will deal with that topic *in application in practice*.

The weekly structure of the unit is based around the ALVA Mentor Scheme. In this scheme in which a wide range of practices in Perth participate, small student groups are assigned to a 'mentor' practice, and usually to an individual in that practice. Students meet with their mentor offices on four scheduled occasions during the semester to further investigate a schedule of structured topics presented in class via lectures, seminars and workshops. For example, typical office employment procedures will be outlined in class, and students will then investigate, document and present back to class the specific practices employed by their mentor and their respective office.

Particular emphasis is placed upon teamwork in this unit and to that end two sessions have been dedicated to forming teams, the process of working in teams and the functioning of teams. Good teamwork in Architecture and Landscape Architecture is essential to the successful execution of projects, both within the practitioners 'metropolitan' office as well as in the broader consultancy and construction team. To reflect this condition in the professional environment, good teamwork within and between students allocated teams will be important for the successful completion of this unit.

Assignments have been designed to develop teamwork and awareness of team management issues both within an office [particular topic] context and across the disciplines that make up typical project teams [in this case Architecture and Landscape Architecture].

unit staff:

The unit will be coordinated by a full-time faculty staff member Patrick Beale and a full-time practitioner Greg Grabasch. Where noted in the units schedule both Patrick and Greg will offer and coordinate lectures and workshops throughout the 12 week program. Guest practitioners will also attend workshop sessions over the course of the semester.

contact details:

Patrick Beale

Office: 2nd Floor, Room 2.03
Phone: +61 (08) 6488 1562
Email: Patrick.Beale@uwa.edu.au

Greg Grabasch

Office: UDLA
1g Norfolk Street
Fremantle WA 6160
Phone: +61 (08) 9336 7577
Fax: +61 (08) 9336 7768
Mob: 0409 336 026
Email: greg@udla.com.au

unit communication:

Most communication between staff and students concerning unit details will occur in class. Although at times staff may have to contact students directly by email. Therefore all students should ensure the following:

- (a) that they activate a student email account
- (b) that they check their account regularly (at least weekly)
- (c) that they communicate with University staff ONLY through their student email account. (Staff have been advised not to respond by email to any other addresses.)

Both Patrick & Greg also have limited time available for consultation outside class times [Class times are Wednesdays from 2.00 to 5.45pm.] Please contact them by phone or email to arrange an appointment.

unit attendance & participation:

Under University General Rule 2.1.15(1) students are required to attend prescribed classes and submit work at an acceptable standard. Under University General Rule 2.1.16 the Faculty may withdraw a student from a unit if their attendance at classes and performance is not satisfactory in terms of University General Rule 2.1.15(1).

unit schedule:

Lectures/Seminars:	2 hours Wednesday 2.00 - 3.45pm in Hew Roberts Lecture theatre
Workshops/Mentor Visits:	2 hours Tuesday 4.00 – 6.00pm in Room G.22/Practice offices by arrangement
Compulsory Contact hours:	48 (lectures/seminars: 24 X 50 mins. tutorials/workshops: 24 X 50 mins.)

Week 1 - Wednesday 28th February

Lecture/Seminar Topic: **GG / PB – 2- 3pm**

Topic: Charting your Professional Pathway: Overview & Introduction:

Discuss the unit outline:

- a. Lectures (with Specific Examples)
- b. Mentor Group Time and Visits
- c. On the Couch (Discussing Specific Topics)
- d. Diaries (5min turns in discussing earlier weeks mentor topic)
- e. Assessment (two major assignments & four minor exercises)

Noting primary learning objectives, lectures, workshops, seminars & assessment details.

Introduce the links between the design disciplines and practice with emphasis on the realisation or production of architecture & landscape architecture in a professional environment.

Discuss team work philosophies, and their strengths and weaknesses. Introduce the Architects Log Book of professional practice and the pathways to professional registration for architects and for landscape architects.

Allocate Mentor Teams: **GG / PB – 3.15 - 3.45pm Allocate Unit Office Teams & Mentors**

Workshop GG/PB/Others: **Sara Stace 4.00 – 5.45pm**

Workshop Topic: Building the Team Sara Stace, B.Arch. MBA. Architect.

Take-Away Exercise 1: Imagining the team – [Sara Stace to introduce]

Week 2 - Wednesday 7th March

Lecture/Seminar Topic: **GG / PB – 2 - 3.45pm**

Topic: The Professions: The brief history of each profession will be outlined, focusing on professional responsibilities, duties, codes of conduct, and ethics.

Introduce & Discuss with Peta-Maree Ashford and Jessica Stead-Richardson: Landscape Students only.

Give out Letter, Report and CV Templates.

Mentor Group Time: Allocated time for Mentor Group Discussion

Workshop GG/PB/Others: **4.00 – 5.45pm - Office Mentor Visit 1**

Topic: The Office and its Affiliations: The Professional Institute or another entity; and, The concept of the Profession.

Take-Away Exercise 2: a. Write a letter of introduction, from you, to a prospective employer.

b. Write a draft CV.

c. Write one page on where you want to be in 5 years time.

Week 3 - Wednesday 14th March

Lecture/Seminar Topic: **GG / PB – 2- 3.45pm**

Topic: Office Management 1: So you want a job? The transition from student graduate to professional architect or landscape architect. The idea of the CV. Presenting yourself to an employer. Employment contracts & conditions, professional roles & responsibilities in the practice and in the office.

Workshop: GG/PB/Others: Take away exercise 2 to be submitted in hard copy

Diary Presentation: "4 minute Presentation." Groups Arch. 2, 6, 10, 14 Larch.

Mentor Group Time: Allocated time for Mentor Group Discussion

On the Couch 1: **4.00 – 5.00pm Topic: The Past, Present & The Future of the Professional Institutes.** Guest Office Practitioners: Stuart Pullyblank, TRACT - President of AILA WA Group; Julian Croudace - ECOSCAPE, Secretary AILA WA; Rod Mollet - STH ARCHITECTS, Architects Board of WA; & Lee Syminton - JONERS COULTER YOUNG Architects & Urban Designers.

Student Office Coordination Groups: Arch 1, 5, 9, 13, Larch 1

Week 4 - Wednesday 21st March

Lecture/Seminar Topic: **GG / PB – 2 – 2.30pm**

Presentation and discussion of Take home exercise 2 [CV, Letter of Intro.]

Lecture/Seminar: **Topic: Team Office Group Dynamics**, working issues & managing team work with Sara Stace. [2.45 – 3.45]

Mentor Group Time: Allocated time for Mentor Group Discussion

Workshop GG/PB/Others: **4.00 – 5.45pm - Office Mentor Visit 2**

Topic: Employment: Staff management policies: skills sought: employment contracts; mutual responsibilities.

Take-Away Exercise 3: In your respective student office groups, undertake the following mentor visit exercise : Write a letter of appointment to a new staff member [chosen within your team] Append to the letter a description of the role they are being appointed to, their salary and benefits, general conditions of employment etc; To be written in letter format.

Week 5 - Wednesday 28th March

Lecture/Seminar Topic: **GG / PB – 2- 3.45pm**

Topic: Office Management 2: Office management structures; staffing; getting a project – marketing, briefs, proposals; public liaison & participation; Financial structure: Project presentations.

Workshop: GG/PB/Others: Take away exercise 2 to be submitted in hard copy

Diary Presentation: “4 minute Presentation.” Groups Arch. 3, 7, 11, 15, Larch 3.

Mentor Group Time: Allocated time for Mentor Group Discussion

On the Couch 2: **4.00 – 5.00pm Topic: The Professions:** Practice or Business? Guest Office Practitioners: Anna Chauvel - HASSELL, Chris Newton – McNALLY NEWTON; Gus Ferguson - R J FERGUSON ARCHITECTS; Ahmed Abbas – GRESLEY ABASS ARCHITECTS

Student Office Coordination Groups: 2, 6, 10, 14, Larch 2.

Week 6 - Wednesday 4th April

Lecture/Seminar Topic: **GG / PB – 2- 3.45pm**

Topic: Project Contracts: Contracts – what are they? – Contract types, terms, stages & conditions; the documents – letters, drawings, specifications; common problems with contracts – things to watch out for? Specific architecture & landscape architecture case studies to be discussed.

Presentation and discussion of Take home exercise 3 [Letter of appointment]

Mentor Group Time: Allocated time for Mentor Group Discussion

Workshop GG/PB/Others: **4.00 – 5.45pm - Office Mentor Visit 3 Topic: Contracts**

Take-Away Exercise 4: Draft a contract for the provision of architectural or landscape architectural services to a private individual. Include scope of work, fees, abortive fees, additional work provision etc. Use RAIA standard form of contract or other recognised form by arrangement with unit staff. Draft cover letter to client with contract enclosure.

SEMESTER BREAK

Week 7 - Wednesday 18th April

- Lecture/Seminar Topic: **GG / PB – 2- 3.45pm**
- Topic: Torts & Liability:** Liability apart from contracts; negligence; duty of care; giving advice; copyright; and intellectual property rights
- Workshop: GG/PB/Others: Take away exercise 4 to be submitted in hard copy
- Diary Presentation: “4 minute Presentation.” Groups Arch. 4, 8, 12, 16 [Larch students to Larch jury week].
- Mentor Group Time: Allocated time for Mentor Group Discussion
- On the Couch 3: **4.00 – 5.00pm Topic: Project Contracts:** Our Best & Worst Experiences
Guest Office Practitioners: Andy Sharpe - HASSELL; Peter Woodman – BLACKWELL & ASSOCIATES; Pat Pinder –; Rebecca Moore – COLLIN MOORE ARCHITECTS.
- Student Office Coordination Groups: Arch. 3, 7, 11, 15, [Larch students to Larch jury week].*

Week 8 - Wednesday 25th April

NO CLASSES: ANZAC DAY HOLIDAY

Week 9 - Wednesday 2nd May

- Lecture/Seminar Topic: **GG / PB – 2- 3.45pm**
- Topic: Planning statutes in WA for Architects & Landscape Architects:** Planning & Environment – statutory authorities, acts & regulations, codes & standards, approvals & appeals
- Introduce Ian Brashaw Planner/Urban Designer - URBANPLAN
- Presentation and discussion of Take home exercise 4. [contract for Arch/Larch services]
- Mentor Group Time: Allocated time for Mentor Group Discussion
- Workshop GG/PB/Others: **4.00 – 5.45pm - Office Mentor Visit 4**
- Topic: Planning issues for architects & landscape architects.** Knowing the process, knowing when to get help.
- Take-Away Exercise 5: You have just purchased a R40 housing lot with no height restrictions in the Town of Vincent and wish to build your dream home. Explain in brief the planning process you require to achieve a DA, Development Approval. Fill out a DA application [Building data supplied]
- Re-write one page on where you want to be in 5 years time.

Week 10 - Wednesday 9th May

- Lecture/Seminar Topic: **GG / PB – 2- 3.45pm**
Topic: The New Office – The New Practice?: Management, staffing, project types – visions of the future.
- Workshop: GG/PB/Others: Take away exercise 5 to be submitted in hard copy
- Diary Presentation: “4 minute Presentation.” Groups Arch.1, 5, 9, 13, Larch 1
- Mentor Group Time: Allocated time for Mentor Group Discussion
- On the Couch 4: **4.00 – 5.00pm Topic: Law for Architects & Landscape Architects:** Working with Planners, Working with Codes. Guest Office Practitioners: Greg Grabasch, UDLA; Ian Brashaw, Urbanplan; Sasha Ivanovich; Bob from BGE & Engineer Consultants.
- Student Office Coordination Groups: Arch 4, 8, 12, 16, Larch.3*

Week 11 - Wednesday 16th May – Week 12 Wednesday 23rd May

- Lecture/Seminar Topic: **GG / PB – 2-30pm**
Presentation and discussion of Take home exercise 5 [DA]
Topic: Assignment 2 Presentations & Unit Summary 1
- Workshop GG/PB/Others: **2.45 – 5.45pm - Assignment 2 Presentations**

Week 12 - Wednesday 23rd May – Week 12 Wednesday 23rd May

- Lecture/Seminar Topic: **GG / PB – 2-3.45pm**
Topic: Assignment 2 Presentations & Unit Summary 2
- Workshop GG/PB/Others: **4.00 – 5.45pm - Assignment 2 Presentations**
6.00 – Wrap up.

Week 13 - Wednesday 30th May

- Folio Week **No Classes**

unit assessment:

This unit is assessed by the satisfactory completion of two major assignments and four minor exercises undertaken throughout the course of the semester both inside and outside formal class meeting times. Typically, assignments will involve a degree of teamwork and individual documentation and will be problem based requiring both investigatory and propositional responses. Assignments will be set that permit an evaluation of topics covered in the unit and will be designed to extend and develop the formal instructional program. In class time will be spent most weeks dealing with particular aspects of the assignments and exercises, all of which are assessable.

Each assignment requires a demonstration of the abilities to locate, select, analyse and organise relevant project information and to communicate that information clearly, unambiguously and in a professional manner. Particular emphasis will be placed on the oral presentation of some elements of the projects.

Assessment in this unit consists of three Assignments. As follows;

unit assignments:

Students will need to run these assignment/projects concurrently as presentations and submission dates will run from Weeks 3 to 12. These particular assignments will require effective team work amongst all group members. Team work requires a substantial amount of pre-planning, coordination, genuine participation and fair-play. You will need to learn these project and team management skills as they are considered vital skills when practicing as a professional landscape architect or architect.

Assignment	Group/Individual	Weighting	Submission Date
1a. Mentor Scheme Group presentation	Group PROFESSIONAL PRESENTATION	15%	Scheduled Week: 16 th May : Week 11 23 rd . May: Week 12
1b. Mentor Scheme Individual reports	Individual SHORT REPORT WRITING	20% [4 X 5%]	Scheduled week Week 2 Visit due week 3 Week 4 Visit due week 5 Week 6 Visit due week 7 [after semester break] Week 9 Visit due week 10
2a. On the Couch' Workshop'	Group GROUP MANAGEMENT PROFESSIONAL CONDUCT	15%	Scheduled Week: Week 3: Due 14 th March Week 5: Due 28 th March Week 7: Due 18 th April Week 10: Due 9 th May
2b On the Couch' Workshop' Individual reports	Individual LONG REPORT WRITING	20%	Scheduled Week: Super Group C1: Due Week 4 Super Group C 2: Due Week 6 Super Group C 3: Due Week 9 Super Group C 4: Due Week 11

3
Take Home Exercises

Individual
Various Professional Issues

30%
[4 X 7.5%]

Scheduled Week: Hand in
Week 3 - present week 4
Week 5 – present week 6
Week 7 – present week 9
Week 10 – present week 11

assignment 1: office mentor scheme

total 35% of unit assessment

Purpose

Office visits are organised for students to learn about office and project management procedures from practising Landscape Architects and Architects. The intention of the office visits is:

- a. To focus on the project activities of the office as a means to supplement and reinforce the information provided at lectures and workshops;
- b. To compare and more easily understand the ways in which the different offices, and the jobs within those offices, operate;
- c. To introduce students to the range of professional offices in Perth and the work they undertake
- d. To develop, where possible, a mentoring role between office staff and the students, and genuinely seek opportunities to discuss both education and practice related issues pertaining to the respective professions.

In the past, some students have been able to arrange practical work experience with their assigned office, and in some cases such working relationships have developed into full-time employment opportunities.

To facilitate the visits an “Office Log Book” proforma will be issued to each student and to each participating practice. This unit guide includes a recommended outline for each visit and an attendance record for signature by your mentor. Attendance at scheduled office mentor visits is compulsory. Students and Offices are encouraged to define and discuss issues and topics outside those covered in the unit outline, which are both relevant and beneficial.

Procedure

Students have been assigned to an Office Mentor group. Each group will undertake the office visits during the workshop time slots [4 to 6 pm, alternate Wednesdays] for a meeting of no less than 1 hour per week for 4 alternate weeks. Each group will be assigned to a separate office. The types of Offices will vary from large to small, public to private.

The ‘coordinator’ of each ‘team’ will personally contact the office directly in Week 2, Monday, to confirm the time for the meeting on Wednesday March 7th. in the scheduled afternoon workshop session unless otherwise noted on the team allocation notice. The scheduling of subsequent visits should be confirmed at the first meeting. Your “Office Log Book” may be completed by each student or one copy may be completed for the team. As noted above, individuals may use the Log Book Proforma as a guide and template for recording notes during the visits.

Each group should prepare for each office visit. Whenever possible, issues and topics should be identified before office visits take place. Make the most of your limited time at each visit. The Offices contribute their valuable time to this program and it is therefore important to maintain professional standards in communication, as well as complete the visits. Respect this program as it is intended that

such office visits will continue for future students.

28 February 2007

Dear Office Mentors:

Subject: Professional Practice Office Visits – Office Mentor Scheme

Thank you for participating in the Office Visits Program for this year's Professional Practice unit in Landscape Architecture & Architecture.

We attach the Unit Schedule with lecture and workshop topics and themes. Noted thereon are suggested topic details of this Office Visit Program. Please note this is a guide only, and we encourage both students and the offices to define and discuss issues and topics outside those covered in the unit outline, which are both relevant and beneficial. The students have been issued with a 'Logbook pro-forma' on which to record topics of discussion and their attendance at scheduled meetings. We would ask that this document be signed by yourself as certification of the groups' attendance.

Student coordinators of each group will be in contact with your office in the next few days to confirm the time of the first meeting. Four students have been allocated to your practice: they will introduce themselves on their first visit. Where possible, we would appreciate if the times for the subsequent three visits could be scheduled within the Wednesday afternoon allocated time slots for this unit. We understand however that this will not always be possible.

There are two assessable components specifically derived from the mentor scheme component of this unit. The first is a short written report of each meeting to be submitted in the week following each visit to the office. Each group will have the opportunity to deliver this short report 'live' at some point in the term as preparation for the major component. This requires the students to make and present a 10 minute report on all that they have learnt about the mentor practice as part of the profession, its working processes, management, projects and future ambitions. In the past several practices who have been closely involved with the program over a number of years have chosen to sit in on these presentations: we would welcome you to join us on the scheduled afternoons at the appropriate times if you would be interested in attending.

The UWA mentor scheme in this format was very successful last semester: indeed students found it to be the key component of the unit. On behalf of the 2007 cohort we would like to thank you once again for supporting this important study program.

Regards,

Unit Coordinators

Patrick Beale - Phone 6488 1562

Greg Grabasch - Phone 9336 7577

with Peta-Maree Ashford & Jessica Stead-Richardson (AILA Coordinators)

assignment 1a: group presentation**total 15%**

Each student group will present a 10 minute (no more no less) presentation [PowerPoint or other appropriate media] giving an overview of the practice, its work, its guiding principles and its future direction. Presentations will be scheduled during class and workshop time in weeks 11 and 12. All students are expected to attend all presentations. ***Appropriate professional dress code should be observed.***

In preparing presentations students should consider:

- what is distinctive about the office?
- what is their specific professional philosophy?
- what is their management style?
- how does this reflect in the design outcomes?

Be sure to refer key lecture topics:

- how are design/job teams formed and managed?
- what contracts are used and why?
- what insurances are carried by the practice and why?
- to what degree does this practice consider itself a business?
- what future visions or strategies do they have?

15% (of the total for the unit) will be allocated to the presentation. One mark will be given to all members of the group. The assessment criteria for this assignment are:

- Clear, concise and comprehensive coverage of subject material.
- Appropriate use of media and public presentation technique.
- Response to questions from the floor.

Note that all examples or extracts of information and or drawings from the Offices shall only be reproduced with their permission. If preferred, one or two group members can deliver the Power Point presentation. All group members will receive the same presentation mark. Please refer also to assignment 1b 'mini presentations'.

A copy of the presentation on CD must be submitted by each group on Wednesday 16th May 2007 at 2pm. The CD must be clearly labeled with the group number and names of team members.

1a.	Group		Scheduled Week:
Mentor Scheme Group presentation	PROFESSIONAL PRESENTATION	15%	16th May : Week 11 23rd . May: Week 12

assignment 1b: individual submissions**total 20%****4 x 5% = Total 20% Individual Submissions**

In the week following each mentor visit scheduled in this unit guide a two page (approximately 1000 words) "diary" report of the previous week's visit and discussions will be submitted in hard copy. These bi-weekly reports are to be individually written and should take the form of a "short report". Each report is worth 5% of the total marks for the Unit. An electronic copy of each of the reports assembled as one document with cover sheet and end page must be submitted for reference with the Presentation CD by each group.

Time will be allocated during the second hour of the lecture period on alternate weeks to discuss issues raised in these reports.

On each of the four weeks following the mentor visit four groups will have the opportunity to make a four minute oral presentation to the class covering issues raised in previous mentor visits. This presentation may be accompanied by images, drawings etc at each group's discretion. These mini presentations offer the opportunity to practice formal presentation methods and will be used by the unit staff as a coaching session in preparation for the final presentations in weeks 11 and 12. While no marks will be allocated to these presentations each group must make a presentation on their scheduled week. Attendance is required at all sessions

<p>1b.</p> <p>Mentor Scheme Individual reports</p>	<p>Individual</p> <p>SHORT REPORT WRITING</p>	<p>20%</p> <p>[4 X 5%]</p>	<p>Scheduled week:</p> <p>Week 2 Visit due week 3 Week 4 Visit due week 5 Week 6 Visit due week 7 [after semester break] Week 9 Visit due week 10</p>
--	--	-----------------------------	---

assignment 2: “on the couch” total 35% of unit assessment

“On the couch” workshops are scheduled over four afternoons in the Semester alternating with the office mentor scheme. On each of the scheduled afternoons a group of four teams will be responsible for hosting a workshop session of one hour's duration in Room G22 off the Cullity Gallery. Guest practitioners from architecture, landscape architecture and the related professions have been invited to participate in these sessions and each of them has been given the theme for discussion for the afternoon.

assignment 2a: workshop group assessment total 15%

Team groups will need to organise themselves in such a way that they can efficiently and effectively conduct the workshop session which will include but is not limited to:

- preparing guest professionals for what to expect in the workshop
- preparing the venue
- greeting guests and ensuring that provision is made for car parking etc
- introducing guests to the class
- making appropriate record of the proceedings
- ensuring that all guests have an opportunity to speak
- ensuring a coherent and lively discussion period
- coordinate and facilitate question time amongst the class

A single mark will be given to all of the team members of the groups participating in each afternoon workshop according to the following criteria:

Assessment Criteria:

- Overall management and presentation of the event.
- Clear, concise and comprehensive coverage of subject material.
- Clarity of questions and management of group question time.

<p>2a.</p> <p>'On the Couch' Workshop</p>	<p>Group</p> <p>MANAGEMENT PROFESSIONAL CONDUCT</p>	<p>15%</p>	<p>Scheduled Week:</p> <p>Week 3: 14th March. Group C1 Week 5: 28th March Group C 2 Week 7: 18th April Group C 3 Week 10: 9th May Group C 4</p>
--	---	------------	--

assignment 2b: individual report**total 20%**

Each student will write a report on the whole process of the workshop session for which they are responsible. The report should include a record of the process from the initial organisational meetings to the conduct of the afternoon session and any debriefing by the group including an evaluation of the performance of the group and of individual contributions to the group work. The report should contain a record of the content of the actual "On the couch" discussion. This will form the major component of the report assignment. This should be presented as a formal report and not as a transcript of the proceedings. [Transcripts may be used to back up report writings] Report format templates will be issued to the class prior to the first "On the couch" session.

These reports must be submitted on the Wednesday following the workshop session in hard copy and on CD. Please ensure that CDs are clearly labeled with group number and name of the individual.

2b.

**'On the Couch'
Workshop
Individual reports**

**Individual
LONG
REPORT WRITING**

20%

Scheduled Week:

**Super Group C1: Due Week 4
Super Group C 2: Due Week 6
Super Group C 3: Due Week 9
Super Group C 4: Due Week 11**

assignment 3: various professional issues**total 30% of unit assessment****Take Home Exercises 4 x 7.5% = Total 30% Individual Submissions**

An exercise topic has been assigned to coordinate with the subject matter of the lectures and the topics assigned to each of the scheduled mentor sessions. These exercises are assessable and are designed to assist students in preparing their personal and professional documentation for presentation to prospective employers. The work required to complete these exercises will vary from week to week and will be determined in part by the individual's prior experience. Students may wish to seek comment and guidance from their mentors on some of these exercises. Examples of completed exercises will be worked through in class in the second part of the lecture session prior to the following Mentor visit workshop sessions (see schedule). It is therefore essential that in addition to the hard copy (submitted for assessment) all students come prepared with an electronic copy (CD/thumb drive/portable media etc) ready to 'plug and play' for discussion and coaching in class.

3**Take Home Exercises**

**Individual
Various Professional
Issues**

**30%
[4 X 7.5%]**

Scheduled Week:

**Hand in
Week 3 - present week 4
Week 5 - present week 6
Week 7 - present Week 9
Week 10 - present week 11**

Wednesday February 28th 2007

Mentor Office Visit Log Book Pro-Forma

VISIT No. DATE:

Group members:

OFFICE/PRACTICE:

ADDRESS:

MENTOR:

MENTOR SIGNATURE:

PROPOSED DATES/TIMES FOR VISITS 2, 3, & 4:

NOTES:

Mentor Visit Topic:

NOTES:

A large rectangular frame containing 30 horizontal dotted lines, intended for student notes.

General Notes for Reference

faculty policy and procedures:

"Policy and Procedural information for the Faculty is available on the web at www.alva.uwa.edu.au/current_students/forms_and_policies

expected unit costs:

Students will need to be aware of the following expected costs associated with the Unit's program. Where possible, students are encouraged to share resources, car pool, buy in bulk, and split costs equitably!

- Course Guide also available in Closed Reserve @ EDFA Library say +/- \$5
- Assignment 1: presentation materials say +/- \$10
- Assignment 2: office visits travel costs (try to car pool) say +/- \$10
- Assignment 3: presentation materials say +/- \$10
- Misc. Materials: photography, paper note books, photocopying & printing, etc say +/- \$10

unit resources:

Essential texts and unit handout material will be kept in the Resource Room (RR) and are strictly not to be removed. The primary texts for this unit are:

- Australian Institute of Landscape Architects. *Membership Handbook*.

Available through student membership with the Western Australian AILA Chapter, P.O. Box 3229 Broadway Nedlands, 6009. Phone: 1800 020 063.

- Royal Australian Institute of Architects. *Practices Services Advisory Notes*. Available from Practice Services, Melbourne. Phone 03 9650 2477. A copy is held in the Resource Room.
- Practice Notes for Landscape Architects, Margaret J. Hendry CCAE, 1985.
- Ready set practice, Bruce Sharkey, 1994.
- Tennant, R. & N. Gormory. (2001). *Guide to Professional Practice for Landscape Architects*.

This is available on CD Rom held in Reserve at EDFA. A copy is also on the computer in the Resource Room.

Other references will be detailed throughout the course of the unit. For example:

- *Practices 5/6*. Centre For The Study Of Practice. College of Design, Architecture, Art, and Planning. University of Cincinnati, Ohio, USA. 1997

Students are advised, however, that the references provided will not be exhaustive and further independent searches should be made. Refer to bibliography in Course Guide Professional Practice ARCH5561.

Care should be taken when referring to texts tailored to American or British audiences where language, terminology and procedures are not always consistent with Australian practices.

unit rules, policies & regulations:

Students will need to be aware of the Plagiarism and Assignment Extension Policies, as outlined in the Faculty of Architecture, Landscape & Visual Level Guide-books. With respect to the latter, extensions will not be allowed except on grounds of sickness or personal problems.

Extensions are applied for using the official 'Extension' form available from the front office, and presented to the Sub-Dean Ms Kate Hislop before the submission date, accompanied by an explanation in writing. The object of these policies is to ensure that all students are treated fairly, and that submission date schedules, designed to produce ordered and professional work patterns for students, are not disrupted.

The specific relevant faculty policies include:

Submission of assignments

- FALVA Extension policy * (See ALVA website)
- FALVA policy on late work * (See ALVA website)
- FALVA policy on digital submissions * (see ALVA website)

Academic Misconduct/plagiarism

- FALVA policy detailed below * (See ALVA website)

Policy on Academic Misconduct

- Faculty of Architecture, Landscape and Visual Arts

Academic Misconduct: What is it?

Academic misconduct includes plagiarism, collusion and other forms of cheating.

Plagiarism occurs when someone disguises or misrepresents the authorship or work and claims it as his or her own. It can occur in various forms:

(i) presenting, part or whole of another student's essay, design project or artwork as one's own; **(ii)** copying phrases, sentences or passages from a published source (usually an article or a book) without acknowledging this by quotation marks and a reference; **(iii)** substantially copying design elements or images from other design projects or artworks, such as to misappropriate and misrepresent the substance, strategy or personal expression of the original design project or artwork; **(iii)** presenting in your own words an idea, argument or interruption from another source, without indicating the source by means of a reference.

INSERT REFERENCES WHEN USING OTHER PEOPLE'S IDEAS. What are the penalties?

Plagiarism strikes at the heart of ethical scholarship, and the School has grown increasingly concerned about plagiarism in student essays. In addition to being a form of fraud, plagiarism negates the value of essays, designs or artworks as a means of developing independent thought, analysis, design strategy or creative expression. If the School finds that your work includes intentional plagiarism **the minimum penalty is that the essay, design project or artwork will be failed**. Unintentional plagiarism will also be penalised. The Faculty of Architecture, Landscape & Visual Arts views Plagiarism very seriously and substantial or repeated plagiarism may result in a student's failing the course or, in extreme cases, being expelled from the University. The defense "but I have done this for other departments or teachers" is unacceptable - it is rather like the driver who, when caught speeding, complains that (s)he hasn't been caught before.

For further information on regulations for student conduct and discipline, including penalty provisions and appeals protocols, refer to The University of Western Australia Amended Statute No. 17: Student

How to avoid plagiarism: (i) Essay Writing The best way to avoid plagiarism in essay writing is to get into the habit of distinguishing your own work from that by other people. We assume that unreferenced work is your own, so make sure that phrases and sentences that are not your own are in quotation marks and given precise references, and that ideas and arguments that are not your own are properly referenced. In cases of concepts or facts that are widely used or known this may not be necessary for example "liberals believe in the importance of individual freedom" or "Australia has six states". To avoid accidental plagiarism, ensure that the notes you use to prepare your essay clearly identify quotations and have full references. **How to reference?** There are two commonly used methods of referencing:

One, sometimes called the Harvard systems, enables you to signal the authorship of a quotation or an idea in the text, with the full reference appearing at the end of the essay. Following the quotation or idea drawn from another source you should insert in brackets the surname of the author, the date of publication and, in cases of a direct quotation or where an idea is dealt with in some detail in your source, the pages number(s). Some examples of how Harvard references appear in the text are: **(a)** (Berlin, 1969: 33) in the case of a book **(b)** (Rawls, 1984: 37) in the case of a chapter in an edited book **(c)** (Barry, 1990: 513) in the case of an article from a journal. These references refer to the precise publication details set out in a list of references at the end of the essay, as follows: **(a)** Berlin, Isaiah (1969) *Four Essays on Liberty*, Oxford: Oxford University Press

(b) Rawls, John (1984) 'The Right and the Good Contrasted', In Michael Sandel (ed.) *Liberalism and its Critics*, New York: New York University Press. **(c)** Barry, Brian (1990) 'How Not to Defend Liberal Institutions', *British Journal of Political Science* 20: 1, pp 1-14. In this system you would only use footnotes or endnotes to add supplementary information to the argument in your essay. Another system, sometimes known as the Oxford system, uses footnotes or endnotes, not only for supplementary information, but also for references to sources. The first reference to a source is in full, the second and subsequent reference in an abbreviated form. There is a variety of acceptable means or presentation; we suggest the following: **(a)** Isaiah Berlin, *Four Essays on Liberty*, Oxford, Oxford University Press, 1969 **(b)** John Rawls, 'The Right and the Good Contrasted', in Michael Sandel (ed.) *Liberalism and its Critics*, New York, New York University Press, 1984. **(c)** Brian Barry, 'How Not to Defend Liberal Institutions,' *British Journal of Political Science* vol. 20 no 1, 1990 pp 1-14. Subsequent references should appear in an abbreviated form. *Ibid.* refers to reference in the previous footnote, with the page number if it is different from the one previously cited. *Op. cit.* following an author's name refers to a reference to a work that has already been cited. Add a date to distinguish different works by the same author (eg. Rawls *op. cit.*, 1984 p.37.) If you use the Oxford system you will also need to provide a full bibliography at the end of the essay. There many guides available which give more details of these referencing systems. **(ii) Design Projects and Artwork** It is common practice to make use of source material such as other design projects, or styles of artwork. However, in order to avoid the perception of plagiarism, you are encouraged to clearly identify the source material as a component of your presentation. This may be done through a combination of images and text.

The collaging or montaging of appropriating elements in order to create a new work is an acceptable practice, however the substantial appropriation of another work, such that the meaning and intent of the original has been borrowed without reference, is unacceptable, and constitutes plagiarism.

Appeals against academic assessment

- University Policy* (See ALVA website) <http://www.secretariat.uwa.edu.au/home/policies/appeals>

Charter of Student rights

- University Policy* (See ALVA website) <http://www.studentadmin.uwa.edu.au/welcome/rights>

Cover image: *Barcelona Team: Richard Rogers Architects.*