



## Off Campus Introduction to Professional Office Practice

University

of Oregon

ARCH, IARC and LARC 409/609 practicum

3-4 credits (**12 hours/week** in a professional office)

Fall 2018

Instructor: Otto Poticha FAIA

The practicum experience is intended to be a teaching and professional relationship between the student and the office. It is the opportunity to view and participate in the various professional office tasks and experience the workings and the processes that occurs in a professional office.

There are a number of local offices who have volunteered to participate in this program. The students will select offices from a list provided by the instructor. The Instructor will assign students to offices.

The offices will assign a mentor for each student. The ideal mentor should be someone within the office, ideally one that has a minimum of two years of office experience. The mentor's role is to oversee the work of the student and to share experiences.

The student shall be responsible to work out a work schedule with the office that is mutually acceptable for both parties. This schedule must include a minimum of 12 hours per week at the "office". When the schedule is agreed upon, it will be the student's responsibility to/and without exception, adhere to the days and times. The student is to present and dress themselves in an appropriate professional manner, at least to the level of the other professionals in the office.

The student will prepare an interview level resume and portfolio for the first meeting. The student will contact the selected office and arrange the first meeting. The office will conduct a professional interview with the student.

If the student is not performing and is to be "fired " for any reason, it should happen within the second week of the term Please report problems to Poticha

The office is make every effort to expose the student to the following areas of the office practice and this listing should be used by the both mentor and the student as a checklist:

|                                                                              |                                                     |
|------------------------------------------------------------------------------|-----------------------------------------------------|
| Programming                                                                  | Document checking and shop drawing review           |
| Site analysis                                                                | Bidding and contract negotiation                    |
| Schematic design and presentations                                           | Construction phase in the office and on site        |
| Design development (and the distinction between SD and DD) and presentations | Inspection reports, change orders and documentation |
| Code research                                                                | of RFI's and other paper trails.                    |
| Consultant coordination                                                      | Marketing, public service and RFP's                 |
| Construction documents                                                       | Materials and Details research                      |
| Specifications and General conditions                                        |                                                     |

The student is required to keep a weekly log of their experiences and the level of exposure. They are also to report to the mentor or principal if they are not getting the exposure and experiences listed.

The office at the end of the term will evaluate the student on the learning achieved, attitude and general performance. The student will also evaluate the office and the term's learning experience. Grading will be made by the instructor and based on the office evaluation. These evaluations will be recorded into the student's University record. The office, as an option, may write notes of advice and or commendation to the

student. A copy of the log, the office/ student evaluation and the student/office evaluation will be placed into the student's permanent school record.

This practicum experience is for the full length of the term and through the week of final review.

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