



Off Campus Introduction to Professional Office Practice-Practicum Architects in the Schools (AIS)

University of Oregon ARCH, IARC and LARC 409/609 -practicum -Architects in the Schools
Spring 2019

Instructor: Otto Poticha FAIA

Students have 2 options for this course:

1. Professional Office Practicum for 3 credit hours

2. Architects in the Schools for 1 credit hour

The **Architects in the Schools** (AIS) is an off campus experience through the Architecture Foundation of Oregon. The student is paired with a professional architect and an elementary school teacher for a 6 week classroom residency offering an architectural design experience to 3rd, 4th and 5th grade students

The **Practicum Experience** is a teaching and professional relationship between the student and the office. It is an opportunity to view and participate in the various professional office tasks and to experience the workings and the processes that occurs in a professional office.

There are a number of local architectural and construction company offices that 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 each office. The office will assign a mentor for each student. The mentor will be someone within the office, 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 develop a work schedule with the office that is mutually acceptable for both parties.

This schedule must include a minimum of 9 hours/week for under-grad. students and 12 hours/week for grad. students at the "office".

When the schedule is agreed upon, it will be the student's responsibility to/and without exception, adhere to the agreed upon 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 contact the assigned office and arrange for the first meeting. The student will develop a resume and portfolio for this meeting, which will include an interview at the same scope and inquiry as the office's standard interview.

The office will 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
Site analysis
Schematic design and presentations
Design development (and the distinction between SD and DD) and presentations
Code research
Consultant coordination
Construction documents

Specifications and General conditions
Document checking and shop drawing review
Bidding and contract negotiation
Construction phase in the office and on site
Inspection reports, change orders and documentation of RFI's and other paper trails.
Marketing, public service and RFP's
Materials and Details research

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.

During the term, three offices will be contacted for an entire class visit, hosted by the student assigned to the selected office. The visit will include presentation of the particular working methods and project process of that particular office followed by a tour and discussion with other members of the office.

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.