**ARCH 593 Professional Development**  
**ILLINOIS SCHOOL OF ARCHITECTURE, UIUC**

**Instructor:** Kevin Hinders  
**Credit:** 4 hours  
**Term Offered:** Fall 2015  
**Location:** Varies-check syllabus dates for location, Chicago Illinois  
**Day and Time:** Thursday 8:45 AM – Noon

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**PREMISE AND DESCRIPTION**

Professionals in Chicago.  
The course shall visit a variety of Professional Architecture Offices to ascertain the ideals and methods used by Chicago Architecture Firms in their professional commitment to their clients and the general public. Students will also have an individual (or more) determined by participating firms, to assist the student with their immersion into the Chicago Architecture "community".

Students are to attend each firm visit and record their observations and write a single page paper on the ideals communicated by the firms and their methods for delivering these ideals to their clients and to the public. These weekly assignments are to be typed on 8.5x11 paper and turned in on the following Wednesdays at 1 PM. The final assignment is to compile all these writings and write an introduction and conclusion based upon the semester endeavors. This will be the Research Paper for the course (most of the research will be first hand and primary source research). Students will also create a one page synopsis on their mentorship opportunity as an addenda item.

Students are to keep a sketchbook of their time in Chicago (moleskine 8"x5" horizontal format watercolor paper required). Quality AND Quantity are important. Students will be asked to demonstrate an understanding of the role of the architecture firms represented and their role in making Chicago the built environment we experience today. Students will create a graphic analysis of one structure/design authored by the firm to visit each week, to be completed in the sketchbook. Photocopies of the sketchbook pages are due one class day PRIOR to the visit.
Preparation for Class

1. Students shall be prepared for each class period. Students should arrive 15 minutes early for each site visit. Late attendance will not be tolerated.
2. Papers shall be neatly typed and handed in to the instructor's designated location by 1 PM the Wednesday following each firm visit.
3. The Instructor's role is to extend a student's thinking and challenge a student to explore and substantiate his/her own knowledge and understanding. EVERYONE should prompt each other to explore an in-depth understanding of the ramifications of concepts and their implications in today's world.
4. It is anticipated that this course will give you a better understanding of the professional landscape of Chicago. Please prepare yourself each week by previewing the firm to be visited. Visit their website prior to the visit and participate as an informed attendee. Sketchbook assignments may be completed prior to or after site visits.

WEEKLY SCHEDULE- TBD

Grading
The School of Architecture is required to collect and archive selected student work for an upcoming accreditation visit by the National Architectural Accrediting Board (NAAB). For this purpose or for other uses related to publicity and display, student work in the form of drawing sheets/boards, physical models, and digital documentation may be retained by the School at the end of the semester. Students will be given an opportunity to document this work for their portfolios before it is collected.

Course Breakdown:
Site Visits and Participation in Site Discussions 25%
Moleskine Sketchbook 25%
Research Paper Project 50%

Letter grades for this course are established as follows:
Excellent (A+, A, A-): Student's work is of exceptional quality, and solutions to the problems show a depth of understanding of the project requirements. Project is fully developed and presented well, both graphically and orally. Student has developed a strong and appropriate concept that clearly enhances the overall solution. The full potential of the problem has been realized and demonstrated.

Good (B+, B, B-): Student's work shows above-average understanding and clear potential. All project requirements are fulfilled and are clearly and concisely presented.

Fair (C+, C, C-): Student's work meets minimum course objectives and solves major problem requirements. Work shows normal understanding. Quality of project, as well as the development of knowledge and skills, is average.

Poor (D+, D, D-): Student's work shows limited understanding and/or effort. Minimum problem requirements have not been met. Quality of project, as well as development of skills, is below average. This is the lowest passing grade.

Failure (F): Student's work is unresolved, incomplete and/or unclear. Minimum course objectives or project requirements are not met, and student's work shows lack of understanding and/or effort. Quality of project or performance is not acceptable. This grade is not acceptable for degree credit.
Attendance Policy

Attendance is required. Notification in writing must be given to instructor for approval two weeks in advance for any anticipated absence (i.e. field trips, personal, etc.) Please see the School Policy on Attendance included below. The policy states that one class due to unexcused absence effects the grade of the person missing class.

If you miss class for any reason excused or unexcused it is your responsibility to make up any work that you have missed. It is not the responsibility of the instructor to seek you out to see if you are aware of what you missed. Rather it is your responsibility to seek out the instructor to find out what you have missed.

An absence does not excuse you from the content that was presented in your absence or assignments that were due on the date of your absence.

If your absence was excused you must meet with the instructor to determine due dates for work you missed.
If your absence was unexcused you are responsible for turning work in on the previously determined due date.

School Policy on Attendance (ISoA)

1. Attendance is required at all classes and all required external events. Unexcused absences equaling the number of one week’s class meetings will result in a full letter grade reduction for the semester (e.g.: three absences for a three time a week class, two for a two- time a week class, etc.). Any additional unexcused absence beyond this amount will result in a failing grade.
3. Students must attend all classes, reviews, pin-ups, lectures, field trips, etc. in their entirety. If a student arrives late or leaves early, without the consent of the instructor, (s)he is considered absent for the entire class. Repeated patterns of late arrival or early departure will be noted and considered as unexcused absences.
4. An absence may be excused for medical emergencies or family emergencies only. These emergencies must be supported by proper documentation, such as a doctor’s note on letterhead or an obituary. The student is responsible for providing proper documentation for the absence to the instructor, and must do so prior to the end of the current semester. The student is also solely responsible for arranging for materials, etc. from a class (s)he has missed.
5. An absence will not be considered an excused absence if it is for any other reason including: work, vacation, or computer failure.
6. Students who wish to observe their religious holidays shall notify the faculty member by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the student shall notify the faculty member at least five days in advance of the date when he/she will be absent.
7. Attendance is required at all scheduled studio reviews for the full time period of the reviews.

Late Work

All assignments are due at the specified date and time indicated by the instructor. Deadlines for assignments will be strictly enforced, with late work resulting in grade penalties as follows:

1. Work submitted late (after the assigned deadline, but within 24 hours) shall be penalized one full letter grade (from B+ to C+, for example).
2. Work submitted more than 24 hours late shall be penalized two full letter grades
(from B+ to D+, for example).
3. Work submitted more than 48 hours late is not acceptable and may receive a failing grade.
4. Students must have all presentation materials prepared and displayed on time for reviews. Missing a scheduled presentation time and/or not presenting at a project review without approval from the instructor is the equivalent of missing an exam, and shall be graded accordingly.

**NOTE:** This syllabus is for general use. The instructor reserves the right to alter syllabus content as needed throughout the semester. Written notice via email and/or verbal announcement will serve to alert students to any alteration in the syllabus.