Western Technical College

10614143 Architectural Practice

Course Outcome Summary

Course Information

Description	This course is designed to familiarize graduating Architectural Technology students with office procedures and to promote continuing professional development in preparation for entering the workforce. Students will arrange for guest speakers, participate in job shadowing and office tours along with attending planning meetings and continuing education seminars.
Career Cluster	Architecture and Construction
Instructional Level	Associate Degree Courses
Total Credits	1
Total Hours	18

Textbooks

No textbook required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Refine Professionalism: Act Ethically

Experiential Learning

1. Work Based Learning

Program Outcomes

1. Correlate significant structures with their architectural precedents.

Course Competencies

1.   Research career opportunities in the field of architecture.

   Criteria

You will know you are successful when

1.1.   you identify employment opportunities.
1.2.   you compare and contrast specific occupations.
1.3.   you locate a potential job opportunity.
1.4.   you describe architectural trends.
1.5.   you share findings of architectural trends.
1.6.   you list online resources for finding a job.

Learning Objectives

1.a.   Conduct self evaluation to determine ideal occupation.
1.b.   Identify current and emerging architectural employment trends.
1.c.   Investigate specific job titles.
1.d.   Explore online resources for different job opportunities.

2.   Create effective pre-employment materials.

Assessment Strategies

2.1.   Cover Letter
2.2.   Resume

Criteria

You will know you are successful when

2.1.   you prepare an informative and error free cover letter.
2.2.   you prepare a job specific and error free resume.
2.3.   you compile a list of references.
2.4.   you proofread resume.
2.5.   you proofread cover letter.
2.6.   you register on at least one social networking sites.

Learning Objectives

2.a.   Identify effective elements of a resume.
2.b.   Create resume.
2.c.   Identify effective elements of a cover letter.
2.d.   Create cover letter.
2.e.   Research resources for creation of resumes and cover letters.
2.f.   Identify potential personal references.
2.g.   Review proofreading techniques.
2.h.   Recognize the potential impact of social networking sites.

3.   Prepare a professional portfolio.

Assessment Strategies

3.1.   Portfolio

Criteria

You will know you are successful when

3.1.   you select personal portfolio style.
3.2.   you produce the materials for inclusion in the portfolio.
3.3.   you recognize the importance of maintaining the portfolio.
3.4.   you customize portfolio to suit the interests of potential employers.
3.5.   you present portfolio.

Learning Objectives

3.a.   Evaluate portfolio styles.
3.b.   Assess work for inclusion in portfolio.
3.c.   Determine the most effective method to display work.
3.d.   Recognize the importance of customizing portfolio to suit the interests of potential employer.

4.   Assess a public meeting.

Criteria

You will know you are successful when

4.1. you attend a public planning meeting.
4.2. you take notes at the public planning meeting.
4.3. you share meeting observations.
4.4. you identify time and place of a public planning meeting.
4.5. you recognize the importance of decision making process in public planning meetings.

Learning Objectives

4.a. Identify the purpose of the meeting.
4.b. Critique the effectiveness of the meeting.
4.c. Identify sources for public planning meetings and agendas.

5. Participate in professional development opportunities.

Criteria

You will know you are successful when

5.1. you participate in continuing education programs.
5.2. you complete continuing education online assessment.
5.3. you share important concepts gained through professional development.
5.4. you coordinate a professional development opportunity for students and architects.

Learning Objectives

5.a. Identify professional development opportunities.
5.b. Recognize importance of professional development.
5.c. Summarize concepts to reinforce learning.

6. Compare office procedures between various local architectural related companies.

Criteria

Your performance will be successful when:

6.1. you discuss various architectural related companies' procedures.
6.2. you discuss various architectural related companies' characteristics.
6.3. you compare and contrast various architectural related companies' procedures.
6.4. you compare and contrast various architectural related companies' characteristics.
6.5. you participate in an office tour.

Learning Objectives

6.a. Research local architectural related companies.
6.b. Recognize how architectural related companies utilize different procedures.
6.c. Recognize how architectural related companies utilize different characteristics.