TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
VICTORIA UNIVERSITY OF WELLINGTON

FACULTY OF ARCHITECTURE & DESIGN
Te Wahanga Waihanga-Hoahoa

2014

Trimester 1

COURSE OUTLINE

SARC 362

INTRODUCTION TO PRACTICE & MANAGEMENT

GENERAL

Core; Trimester One; 15 points

ASSESSMENT

60% internal by assignment and 40% exam

CLASS TIMES AND LOCATIONS

LEC STREAM 1:	TUESDAY + THURSDAY	14.40 - 15.30	LT1
LEC STREAM 2:	TUESDAY + THURSDAY	15.40 - 16.30	LT1
TUTORIALS:	WEDNESDAY	10.30 - 12.20	VS221, 308, 318
	WEDNESDAY	12.40 - 14.30	VS221, 308, 318
	WEDNESDAY	14.40 - 16.30	VS221, 308, 318

EXAMINATION: Will be held in the mid-year examination period 13 June – 2 July

COORDINATOR

Coordinator

Name Jacqueline McIntosh
Room: VS 3.13
Phone: 04-463-6296
Office Hours (by appointment)
Email: Jacqueline.mcintosh@vuw.ac.nz

Tutor details will be provided at start of course

COMMUNICATION OF ADDITIONAL INFORMATION

Any changes or additions to this Course Outline will be discussed and agreed with the class, and conveyed through Blackboard or via email to all students enrolled in the course. **Changes to submission dates for items of assessment cannot occur without permission from the Head of School.**

PRESCRIPTION

Management and procurement/development, examining the theories and ideas that underpin planning, organising, directing and controlling the use of resources over time. Topics include the principles of management, organisational development, basic finance, costing, development feasibility, valuation theory and quantitative analysis relevant to the construction industry.

COURSE CONTENT

The course provides a platform for students to appreciate the relevance of management in production of the built environment and facilitates a solid understanding of the basic principles, theories and ideas that underpin planning, organising, directing and controlling the use of resources over time. The course will provide students in each discipline the basis from which to study professional practice and project management.

The course is roughly divided between the theories and principles of managing the procurement of the built environment and the application of those ideas in determining the feasibility of a complex development. The theory establishes the context for management in the contemporary professional practice world. Practice is explored through structured tutorials combined with an assignment which involves working in multi-disciplinary teams to establish the financial feasibility of a scheme. Students will manage the production of a professional report, utilising individual resources such as their time as well as scheduling professional mentorship.

COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

1 Exhibit an understanding of the components and dynamics of management and its place in the architecture, construction, development industries and the financial sector; together with an appreciation for the various people involved in the process of getting things built, their roles, their responsibilities and their perspectives.

2 Identify and utilise key control mechanisms for meeting cost, quality, resourcing and time objectives

3 Source and apply relevant codes, regulations and standards for planning, design, construction, health, safety and use of built environments.

4 Demonstrate skills in business communication, management, leadership and teamwork in a multidisciplinary context

Assessment items		Length	%	CLO(s)
1	Project 1	90 hours	60	1-4
2	Exam	3 hours	40	1, 2, 4

GRADUATE SKILLS

Graduate Skills	*Taught*	*Practised*	*Assessed*
Knowledge			
• Information literacy	✓	✓	✓
Creative and Critical Thinking			
• Problem solving	✓	✓	✓
• Critical evaluation	✓	✓	✓
• Work autonomously	✓	✓	✓
• Creativity and innovation		✓	
Communication			
• Effective communication (written)	✓	✓	✓
• Effective communication (oral)	✓	✓	✓
• Effective communication (graphic)		✓	
• Work effectively in a team setting	✓	✓	✓
Leadership			
• Ethical behaviour in social / professional / work environments	✓	✓	
• Responsible, effective citizenship	✓	✓	
• Commitment to responsibilities under the Treaty of Waitangi			

TEACHING FORMAT

The course will be delivered by way of:

1 two 1 hr lectures each week
The lectures will present theories and examples related to the course content. The lectures will be delivered by academic staff and practitioners **and**

2 one 2 hr tutorial each week, for which **attendance is taken** (see mandatory course requirements) and will consist of either
   a. Case study tutorials structured to examine theories and examples presented in the lectures in greater detail. The case study format is similar to what students will encounter in the final exam. These tutorials are noted on the course schedule.
   b. Unstructured tutorials related to the course assignment. Meetings to be scheduled by the student groups with specialist tutors. These are facilitated to assist students as they progress their assigned work.

Group work is a requirement of this course, but assessment and group activity has been limited to 15% group assessment and 50% group activity.

https://intranet.victoria.ac.nz/academic/staff-resources/assessment.aspx

MANDATORY COURSE REQUIREMENTS

In order to pass the course, you must achieve an overall grade of C- or better and must also satisfy the following:

- Attend at least 80% of the tutorial sessions. A roll will be kept.
- Achieve a minimum of 40% in the final examination
- Attend and present group project on scheduled date

WORKLOAD

You should expect to spend around 150 hours on this course, including both scheduled class time and independent study. Typically this involves around 10 hours per week during the twelve teaching weeks, with the balance during the mid trimester break, study week, and examination period. More specifically

Attendance in class and tutorials:	40 hours
Reading, researching and doing assignments	70 hours
Exam preparation and execution:	40 hours

Attendance and participation is an important aspect of the learning process, and you are expected to attend all the lectures and tutorials.

If extraordinary circumstances arise that require you to be absent from some class sessions, you should discuss the situation with the Course Coordinator as soon as possible.

ASSESSMENT

Assignment 1 [60%]

Development Project

This assignment is worth 60% of the Course grade. Individual assessment makes up 35% and group assessment 25% **of that 60%**

Students will work in multi-disciplinary groups to determine the feasibility of developing a large multi-use site.

Examines learning objectives1 to 4 inclusive

Staged hand-ins, all due at the commencement of the lecture.

Part one **due April 8, 2014**

Group: The Competition Entry, Project Plan, Logo, Market Research

Individual: Project (Value and Cost), Individual Market Research

20% of assignment value (Individual 15%; Group 5%)

Part two **due May 15, 2014**

Final feasibility, Project Delivery Strategy, Final Document

70% of assignment value (Individual 50%; Group 20%)

Part three **due May 22, 2014**

Individual reflection on team performance

10% of assignment value (Individual 10%; Group 0%)

See assignment brief for hand-in details.

Exam [40%]

Three hour examination

Reference material is not allowed during the examination. The exam is based on the lecture content, which will be developed further in the tutorial sessions. Students are advised to attend and participate in all sessions. Please note that **attendance in tutorials is taken and students are required to attend a minimum 80% of scheduled tutorials**.

Examines learning objectives 1, 2 and 4.

The exam will take place during the Study/Examination period; June 10-July 1, 2013

NOTE: In order to ensure equity, hand-in dates cannot be modified. A hand-in date cannot be changed without permission from the Head of School.

The submission requirements and assessment criteria for the two projects are as follows:

Project 1: (60%)

Submission Requirements:

- Staged hand-ins are to be submitted electronically with a single hard copy (in addition to electronic submissions) for submission of the final project.

Assessment Criteria: (greater detail is provided in the assignment brief**)**

Project 1 Assessment Criteria	CLO(s)
The Competition Entry, Project Plan, Logo, Market Research Individual Project (Value and Cost), Individual Market Research	**1,2,3,4**
Final feasibility, Project Delivery Strategy, Final Document	**3,4**
Individual reflection on team performance	**1,4**

Project 2: (40%)

Submission Requirements: Examination

Assessment Criteria:

Project 2 Assessment Criteria	CLO(s)
Responding in writing to management questions and situations within time constraints. Managing time appropriately.	**1, 2 and 4**

All work submitted for assessment must be accompanied by an ASSESSMENT DECLARATION FORM.

Note: Victoria's grading system has changed for Trimester 1 2014 with the introduction of a new C- grade.
http://www.victoria.ac.nz/students/study/progress/grades

The course is internally assessed by assignment work in the form of _1 staged project. Assignments are assessed and graded A+, A, A-, B+, B, B-, C+, C, C-, D, E, (where C- is a PASS). Grades only are issued to students. The final grade for the course is based on the aggregation of the percentage marks for each of the assignments, and a final grade of C- or better is required to pass the course.

All grades posted during this course are only provisional results until confirmed by the School Examiners Committee which meets after the examination period.

SUBMISSION AND RETURN OF WORK

All work submitted for assessment must be accompanied by an ASSESSMENT DECLARATION FORM.
You are responsible for ensuring your work is submitted on time and in the required format.

All hand-ins must be submitted to the Hand-in folder on the R-Drive. This is a School of Architecture requirement to ensure that student work is appropriately archived.

In addition, one hard copy of the final group report is required. This copy will not be returned.

Late submissions will be penalised as set out below, unless an extension is approved by the Course Coordinator.

EXTENSIONS

In the event of illness or other extraordinary circumstances that prevent you from submitting and/or presenting a piece of work on time, or that you feel adversely affect the quality of the work you submit, it is important that you discuss your circumstances with the Course Coordinator as soon as possible so that appropriate arrangements may be made. If possible, you should complete an Application for Extension form (available from the Faculty Office) for the Course Coordinator to approve before the hand-in date. You will also need to provide suitable evidence of your illness or other circumstances. In an emergency, or if you are unable to contact the Course Coordinator, you should advise the Faculty Office of your situation.

PENALTIES

For work that arrives late without an approved extension, the following penalty will be applied: 5% immediately, then 5% for every subsequent 24 hours including weekends.

REQUIRED MATERIALS AND EQUIPMENT

Students will need to provide all materials and equipment as necessary for the completion of required work. Please check the website link below for general requirements:

www.victoria.ac.nz/fad/faculty-administration/current-students/faqs#materialsandequipment

SET TEXTS

None

RECOMMENDED READING

Recommended readings will be set out in Blackboard

SCHEDULE OF SESSIONS

Week Month	Day	Date	Item	Location	Start Time	Comments
Week 9 February	M	24				**Orientation Week**
	TU	25				
	W	26				
	TH	27				
	F	28				
Week 10 March	M	3				**Trimester 1 Begins**
	TU	4	Lecture	LT1	14:40 or 15:40:	
	W	5	Tutorial	various	various	
	TH	6	Lecture	LT1	14:40 or 15:40:	
	F	7				
Week 11 March	M	10				
	TU	11	Lecture	LT1	14:40 or 15:40:	
	W	12	Tutorial	various	various	
	TH	13	Lecture	LT1	14:40 or 15:40:	
	F	14				***This is the last date that you can withdraw with a full fees refund***
Week 12 March	M	17				
	TU	18	Lecture	LT1	14:40 or 15:40:	**Group component of hand-in 1 should be completed this week**
	W	19	Tutorial	various	various	
	TH	20	Lecture	LT1	14:40 or 15:40:	
	F	21				
Week 13 March	M	24				
	TU	25	Lecture	LT1	14:40 or 15:40:	**Check your group market research**
	W	26	Tutorial	various	various	
	TH	27	Lecture	LT1	14:40 or 15:40:	
	F	28				
Week 14 March/ April	M	31				
	TU	1	Lecture	LT1	14:40 or 15:40:	
	W	2	Tutorial	various	various	
	TH	3	Lecture	LT1	14:40 or 15:40:	
	F	4				
Week 15 April	M	7				
	TU	8	Lecture **Hand-in 1 due**	LT1	14:40 or 15:40:	
	W	9	Tutorial	various	various	
	TH	10	Lecture	LT1	14:40 or 15:40:	
	F	11				
Week 16 April	M	14				
	TU	15	Lecture	LT1	14:40 or 15:40:	
	W	16	Tutorial	various	various	
	TH	17	Lecture	LT1	14:40 or 15:40:	
	F	18				**Good Friday – holiday**
Week 17 April	M	21				**Easter Monday – holiday Mid-Trimester Break**
	TU	22				**Easter Tuesday – VUW holiday**
	W	23				
	TH	24				
	F	25				**Anzac Day – holiday**
Week 18 April/ May	M	28				
	TU	29				

	W	30				
	TH	1				
	F	2				
Week 19 May	M	5				
	TU	6	Lecture	LT1	14:40 or 15:40:	
	W	7	Tutorial	various	various	
	TH	8	Lecture	LT1	14:40 or 15:40:	
	F	9				
Week 20 May	M	12				
	TU	13	Lecture	LT1	14:40 or 15:40:	
	W	14	Tutorial	various	various	
	TH	15	Lecture **Hand-in 2 due**	LT1	14:40 or 15:40:	
	F	16				***After this date the Associate Dean's approval is required for withdrawals from Trimester 1 courses.***
Week 21 May	M	19				
	TU	20	Lecture	LT1	14:40 or 15:40:	
	W	21	Tutorial	various	various	
	TH	22	Lecture **Hand-in 3 due**	LT1	14:40 or 15:40:	
	F	23				
Week 22 May	M	26				
	TU	27	Lecture	LT1	14:40 or 15:40:	
	W	28	Tutorial	various	various	
	TH	29	Lecture	LT1	14:40 or 15:40:	
	F	30				
Week 23 June	M	2				**Queen's Birthday – holiday**
	TU	3	Lecture	LT1	14:40 or 15:40:	
	W	4	Tutorial	various	various	
	TH	5	Lecture	LT1	14:40 or 15:40:	
	F	6				
Week 24 June	M	9				**Study/Examination Period**
	TU	10				
	W	11				
	TH	12				
	F	13				**Examination Period begins**
Week 25 June	M	16				
	TU	17				**Exam date to be advised**
	W	18				
	TH	19				
	F	20				
Week 26 June	M	23				
	TU	24				
	W	25				
	TH	26				
	F	27				
Week 27 June/July	M	30				
	TU	1				
	W	2				**Examination Period ends**
	TH	3				**Mid-year Break begins**
	F	4				

CLASS REPRESENTATIVES

The Faculty of Architecture and Design operates a system of Class Representatives in 100-level courses, and Year Representatives in each of the professional disciplines. Student Representatives are elected during a class session in

the first week of teaching. All Student Representatives will be listed on the STUDiO notice board in the Atrium, and the relevant Representatives are also listed on studio notice boards. Student Representatives have a role in liaising between staff and students to represent the interests of students to the academic staff, and also in providing students with a communication channel to STUDiO and the Student Representation organiser.

Class Rep name and contact details:

STUDENT FEEDBACK

Several changes have been made to the course based on student feedback received in 2013.

Lecture content: Students did not fully appreciate the importance of the group market research. The lecture on this topic has been strengthened and particular note will be made of the topic importance in the lectures. In addition, all tutorials are now mandatory, not just those with a case study. This will ensure that groups obtain feedback on their research strategies prior to hand-in

Assignment Feedback: Due to class size and limited markers, written feedback was slower than desired. It was agreed that taped oral feedback sooner was preferable to written feedback later. This year, taped oral feedback will be trialled for the first hand-in.

Group work: Project managers were concerned that groups depended on them more than what was reasonable and requested that roles and responsibilities be addressed early in the term. This will be done through special attention to roles and responsibilities to form part of the project plan.

Tutoring: Students found it stimulating to have a change of tutors. For variety, attempts will be made to rotate tutors for one of the non-discipline specific tutorials where there is limited difference by discipline.

Late hand-ins: All work must be handed in as a group; however, when one group member fails to hand in on time, other group members were concerned that the entire project would be marked late. While incomplete group reports are permitted due to one member's late hand-in without a lateness penalty, the late hand in student is responsible for updating the group component of the report as necessary due to

Student feedback on University courses may be found at *www.cad.vuw.ac.nz/feedback/feedback_display.php*.

OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Aegrotats: www.victoria.ac.nz/home/about/avcacademic/publications2#aegrotats
- Academic Progress: www.victoria.ac.nz/home/study/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/home/study/dates
- Faculty Current Students site: www.victoria.ac.nz/fad/faculty-administration/current-students
- Grades: www.victoria.ac.nz/home/study/exams-and-assessments/grades
- Resolving academic issues: www.victoria.ac.nz/home/about/avcacademic/publications2#grievances
- Special passes: www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/home/about/policy
- Student support: www.victoria.ac.nz/home/viclife/studentservice
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/home/viclife/student-charter
- Student Contract: www.victoria.ac.nz/home/admisenrol/enrol/studentcontract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/home/about
- VUWSA: www.vuwsa.org.nz

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Work Submitted for Assessment

Declaration Form

Student's full name :

Course :

Assignment/project :
(number and title)

Date submitted :

Refer to the information on Academic Integrity, Plagiarism and Copyright on the back of this form.
I confirm that:
I have read and understood the University's information on academic integrity and plagiarism contained at http: www.victoria.ac.nz/home/study/plagiarism and outlined below:

- I have read and understood the general principles of copyright law as set out below:
- This project/assignment is entirely the result of my own work except where clearly acknowledged otherwise:
- Any use of material created by someone else is permitted by the copyright owner.

Signed:

Date:

Academic Integrity, Plagiarism and Copyright

ACADEMIC INTEGRITY

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. University staff and students are expected to treat academic, intellectual or creative work that has been done by other people with respect at all times. Victoria University's reputation for academic integrity adds value to your qualification.

Academic integrity is simply about being honest when you submit your academic work for assessment

- You must acknowledge any ideas and assistance you have had from other people.
- You must fully reference the source of those ideas and assistance.
- You must make clear which parts of the work you are submitting are based on other people's work.
- You must not lie about whose ideas you are submitting.
- When using work created by others either as a basis for your own work, or as an element within your own work, you must comply with copyright law

Summarised from information on the University's Integrity and Plagiarism website:
www.victoria.ac.nz/home/study/plagiarism

PLAGIARISM

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:
www.victoria.ac.nz/home/study/plagiarism

COPYRIGHT

Copyright law regulates the use of the work of an author, artist, designer or other creator.

- Copyright applies to created work including designs, music, computer programs, artistic and literary work.
- The work can be in printed, digital, audio, video or other formats.
- Normally the author or creator of a work owns the copyright for their lifetime and for 50 years after their death, (although sometimes someone other than the creator of a work owns the copyright to the work, such as the creator's employer, or a person who commissions the creator's work).
- You must have permission from the copyright owner to copy, alter, display, distribute or otherwise use created work.
- If the creator has applied a Creative Commons licence to a work, this permits others to use the work but only in accordance with that licence.

Further information on copyright is available on the Victoria University website:
http://library.victoria.ac.nz/library/about/policies/copyright.html