

## **550:435 PROFESSIONAL PRACTICE**

Department of Landscape Architecture Rutgers University

Spring 2019

Wednesday, 5:35 – 6:55

Blake Hall 128

1 Credit

Instructor: Rich Bartolone, ASLA License # AS000001600

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### **Course Overview**

The goal of the course is to prepare students for entry into the profession of landscape architecture. Students will be introduced to the diversity of career options through presentations from invited professionals selected for their diversity of professional work and lectures covering licensure, professional ethics, contracts, project management, and other aspects of the profession. Students will also work on their own materials: portfolio, cover letter, resume and interviewing tactics. The schedule is subject to change on short notice due to the visiting professionals' availability.

### **Learning Objectives**

- Introduce career opportunities and potential career directions.
- Prepare for the first professional job search -the production of a portfolio, resume and cover letter.
- Introduce office and project management structures, contract issues and professional ethics.
- Prepared for professional licensing - the LARE exam.

This course is structured as an interactive seminar; the goals are best achieved through your active participation in readings, activities, and discussions with invited guests and classmates. Some sessions focus on discussing your findings while other sessions include visiting professionals, who will share information about their offices and their professional experiences. These sessions will be informal presentations and intended to lead into more class discussion guided by your questions. Assigned readings on session topics are noted on the schedule, and are to be **read for discussion on the session date**.

### **Course Expectations**

1. Professional Office Research assignment (25% of course grade)
2. Quizzes on Resumes, Licensing, Contracts, and Project Management (25% of course grade)
3. Development of portfolio, resume and cover letter (25% of course grade)
4. Reading responses (25% of course grade)

### **Recommended Books**

Foster, Kelleann. *Becoming a Landscape Architect*. New York: Wiley, 2010.

Sharky, Bruce G. *Ready, Set, Practice: Elements of Landscape Architecture Professional Practice*. New York, NY: John Wiley & Sons, Inc., 1994.

Rogers, Walter, *The Professional Practice of Landscape Architecture: A Complete Guide to Starting and Running Your Own Firm*. New York, NY, 1997. (Available in our resource library)

### **Class Schedule (subject to change)**

#### **Date Topic**

- Jan. 23: Introduction, **Joe Sikora**, Sikora Wells Appel  
Jan. 30: Resumes & Project Management, Assignment: Prepare draft resume and cover letter  
Feb. 6: **Joe Perello**, Suburban Consulting Engineers  
Feb. 13: **Evan Ralph**, Back to Nature  
Feb. 20: **Larry Jacobs**, RU Career Services, Cover Letters, Resume, Interview Tactics  
Introduce Office Research Project  
Feb. 27: **Tim Symanski**, Melillo + Baurer Associates, Due: final resume & cover letter  
Mar. 6: Contracts, **Brian Clemson**, Campus Landscape Architect  
Mar.13: Quiz on resumes, project management and contracts, **Dave Lustberg + Chase Mitchel**, Arterial, LLC  
Mar.20: Spring Break  
Mar.27: **Deborah Cerbone Todd**, Cerbone Associates  
Apr. 3: **Denise Mattes, Joanne DiLorenzo**, NY City Parks Department  
Apr. 10: Professional License (LARE), Professional Ethics  
Apr. 17: **Joan Furlong, Jessie Woods and Ted Aretakis, MKW**  
Apr. 24: Quiz on licensing (LARE) & professional ethics; Present: Office Research  
May 1: Present: Personal Portfolios  
May 15: 3PM: Submission of Personal Portfolios

### **Assignment of Grades**

The following guidelines are provided for understanding appropriate grading in this course:

**A** – Outstanding –This not only means fulfilling the requirements, but impressing and going beyond the initial expectations of the project. The student has demonstrated a superior grasp of the subject matter coupled with a high degree of creative or logical expression, and strong ability to present these ideas in an organized and analytical manner.

**B** – Very Good – The student has demonstrated a solid grasp of the material with an ability to organize and examine the material in an organized, critical, and constructive manner. The projects and in-class performance reveal a solid understanding of the issues and related theories or literature.

**C** – Acceptable –The student has shown a moderate ability to grasp concepts and theories for the class, producing work that , while basically adequate, it is not in any way exceptional. Performance in class displays a basic familiarity with the relevant literature and techniques.

**D** – Unacceptable – The work demonstrates a minimal understanding of the fundamental nature of the material or the assignment with a performance that does not adequately examine the course material critically or constructively. Students cannot graduate from the Landscape Architecture program with 2 D's in required 550 classes.

**F** – Failure – The student has demonstrated a lack of understanding or familiarity with course concepts and materials. Their performance has been inadequate. Failure is often the result of limited effort and poor attendance, which may indicate that the student is not in the proper field of study.

**HOMEWORK:** Typical assignments ask you to make judgements concerning readings or completing assigned tasks. Failing to complete any assignment will negatively affect your semester grades. Specifically, you risk failing the course, and further, the lost opportunity to develop skills to help you acquire your first professional job.

**READINGS** will be posted on the course sakai site.

**ATTENDANCE:** The Department of Landscape Architecture requires attendance in all of its classes - attendance at scheduled class is mandatory. If a circumstance arises which prohibits your attendance at any class session,

please notify the instructor 24 hours prior to the class and an alternative arrangement may be made. It is the policy of the Department that more than three unexcused absences will result in a step reduction of the final course grade [for example, a B down to a C]. Each additional three absences will result in another step reduction. Attendance will be taken at the start of each class and late arrivals of more than ten [10] minutes will be marked as an absence.

There will be no opportunity to make up a missed lecture or presentation.

**FACILITIES:** Classes cannot be taught without reliable facilities. The student is expected to use the facilities responsibly with particular regard to the clearly established rules about their use as specified in the department website. These rules cover access to the building, vandalism, personalization of working spaces, smoking and drinking, use of lockers, use of department equipment, access to the reference collection, and basic rules governing the use of the studios.

**PERSONAL CIRCUMSTANCES:** If you encounter any personal circumstances that inhibit your ability to fulfill the requirements of this course, you should contact the Instructor immediately. Likewise, any student with a special need, circumstance or disability should make an appointment with the Instructor during the first week of class.

**ACCOMODATIONS FOR STUDENTS WITH DISABILITIES:** Please follow the procedures outlined at <https://ods.rutgers.edu/students/registration-form>. Full policies and procedures are at <https://ods.rutgers.edu/>

**ACADEMIC INTEGRITY:** The intentional copying of another student's file [work] or a portion of a file [work] and representation of the work as your own work is in direct violation of the University Integrity Policy:  
**PLAGIARISM:** the representation of the words or ideas of another as one's own in any academic work. It is a violation of academic integrity for a student to aid others in violating academic integrity. A student who knowingly or negligently facilitates a violation of academic integrity is as culpable as the student who receives the impermissible aid, even if the former student does not benefit from the violation. As a result, any copying and/or "sharing" of exercises, homework assignments, and projects will be treated as Level 2 violations and subject to the sanctions as outline in the Integrity Policy: 1. A failing grade on the assignment. 2. A failing grade for the course. 3. Disciplinary warning or probation. Repeat violations will be treated as separable Level Three violations and referred to the AIF of the school for adjudication. Please refer to the complete Integrity Policy at: <http://academicintegrity.rutgers.edu/integrity.shtml>.

#### STUDENT WELLNESS SERVICES

Just In Case Web App <http://codu.co/cee05e> Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD. Counseling, ADAP & Psychiatric Services (CAPS) (848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901 / [www.rhscaps.rutgers.edu/](http://www.rhscaps.rutgers.edu/) CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA) (848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / [www.vpva.rutgers.edu/](http://www.vpva.rutgers.edu/) The Office for Violence Prevention and Victim Assistance provides confidential crisis

intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932- 1181.

Disability Services (848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/> Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

Scarlet Listeners (732) 247-5555 / <http://www.scarletlisteners.com/> Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space