

**11:550:435 PROFESSIONAL PRACTICE: Synchronous online**

Department of Landscape Architecture Rutgers University  
Spring 2023 1 Credit

Wednesday, 5:40 PM – 7:00 PM

Instructor: Holly Grace Nelson, Associate Professor of Practice

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STIMSON STUDIO



**Course Overview**

The goal of this course is to prepare students for entry into the profession of landscape architecture. Encounter a diversity of career options through presentations by invited professionals covering various aspects of the profession: licensure, professional ethics, contracts, project management, office environment, etc. **Active participation in discussions with invited guests is expected.**

**Learning Objectives**

- Explore career opportunities and potential career directions through professional networks.
- Prepare for the first professional job search --the production of a portfolio, resume and cover letter.
- Understand aspects of office and project management organization, contract issues and professional ethics, and preparation for professional licensing - the LARE exam.

**Course Expectations**

**Attendance** = mandatory (downgrades for unexcused absences). Attendance for this Zoom synchronous class is expected to be "camera on" for the entire period. **The first and last class (4/10) will be in person at Blake Hall.**

435 PRESENTATION CHART					
Date	Topic	Speakers	Assignment	Commenters	Pts
1/17 <i>In person</i>	Overview, Resume	Ted Aretakis	Resume + Cover Letter	Marta, Kevin	25
1/24	Portfolio Workshop	Zoe Orfino	Create Networking Chart	Dean, Yasmin	5
1/31	Office Workflow/ Design Process	Amanda Leifer		Ashley Emily	
2/7	Early Career Experience	Delaney Zubrick Adriana Hall Emily Chen	First Portfolio Project Due (4-5 composed pages)	Brett Bronson Joammi	20
2/14	Residential	Sharisse Alvarado Ty Triplet Zeina Zahalen		Sapana Jack Rory	
2/21	Public	Chantae Moore Amber Betances Devin Fields Rebecca Cook		Josh Sophia Oscar	
2/28	Own Business	Anne Marie Harrington Katrina Majewski Joe Sikora	Portfolio Draft Due (10-15 pp.)	Su Kaylah Heather	25
3/6	Niche Job + Peer Review	Chris Ingui	Portfolio Peer Review 1 (bring file to class)	Chiara Ana Maria	10

3/13	<b>VACATION</b>				
3/20	NGOs	Kari Williams Drew Siglin Eliot Nagele		Devin Kareem Jordan	
3/27	Niche Job + Peer Review	Evan Eden Esther Lim	Rev. Portfolio Peer Review 2 <i>(20 pages--bring file to class)</i>	Alrick	15
4/3	Licensure	Amanda Leifer	Networking Chart Due	Ana Luke	45
4/9	<b>Portfolio Due</b>				<b>60</b>
<b>4/10</b> <i>In person</i>	<b>LAST CLASS: Portfolio Gallery + Reception</b>				<b>20</b>

**Projects and Points** **300**

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**Part 1 – Resume + Cover Letter** **25**

**Part 2 - Networking Chart** **50**

**Part 3 – Portfolio (total points)** **125**

**Part 4—Portfolio Review (2)** **25**

**Part 5 – Attendance + Participation** **75**

1 panel question	6
5 posts	25
Camera on	22
Attendance	22

### **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:** All homework is geared toward preparing you for your first job. Sub-assignments are intended to keep you on track to complete class deliverables.

**ANNOUNCEMENTS** will be posted on the course Canvas site. Please check for Canvas Announcements.

**ZOOM:** Cameras expected to be on. Zoom links are on Canvas. One link works for the whole semester.

**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.

**CAMERAS MUST BE ON.**

**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. Please notify the instructor of illness by email prior to class and report to student portal:

<https://sims.rutgers.edu/ssra/>

**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.