

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS  
COLLEGE OF ENVIRONMENTAL DESIGN  
DEPARTMENT OF ARCHITECTURE

**ARC 426**

**PROFESSIONAL  
PRACTICE**

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2nd Semester 2007-2008 (072) Sat., Mon., & Wed. 08:00-8:50 a.m.

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**Instructor: Yahya J. Al-Najjar**

Office Hours: as posted on the office door and by appointment

## **Course Description:**

This course introduces knowledge required for a successful career in architectural practice or employment. The course is divided into three parts:

1. The first part discusses the training and role of architects in society and covers academic and professional training; career choices, lives as professionals and professional ethics.
2. The second part discusses the organization and management of architectural firms and covers firm formation and organization, marketing of services, management and dynamics.
3. The last part deals with project administration and covers project conception and acquisition; project management; design services, parameters and documentation; and contract administration. The course highlights practices in Saudi Arabia and compares them with international practices.

## **Course Objectives:**

- To teach the student the various legal steps and measures he should consider in order to be eligible to register as a practicing architect in Saudi Arabia.
- To teach the student the codes of ethics of his future profession, and potential conflict of interests.
- To introduce the student to the complex relationship of his role as a practicing architect to the role of those individuals, offices and agencies who can, and will, influence his profession in Saudi Arabia.
- To prepare the student to deal with the legal responsibilities of the architectural profession vis-à-vis government agencies and private institutions.
- To teach the students the various methods of managing design and supervising projects, scheduling, budgeting and performance evaluating, establishing future direction and development, leadership styles and client relations.

## **Course Organization:**

- This course deals with the realities of the architectural practice in Saudi Arabia. Therefore, it is essential that during the course of the semester a number of carefully selected guest lectures (qualified and experienced

individuals) will be invited to share their views with the class. (A final list of guest lecturers will be distributed to the class after the final approval is received).

- It is also an absolute necessity to visit some of the local architectural firms to meet with architects, administrative managers, engineers, and possibly some clients. This will create a hands-on experience and will generate discussion.
- The course will depend heavily on students participation in class. In-class seminar format discussion is very essential and will form the bases for this course.

### **Course Contents:**

- Government requirements to register an architectural practice in Saudi Arabia.
- The major differences between an “Architectural Practice” and an “Engineering Consultant Office”.
- Setting-up an architectural practice (space, tools and equipment, manpower, budget, etc.).
- Methods of securing design commissions. The importance of participating in selected design competitions.
- Managing projects and organizing the work of the office. Practice management and job management.
- Quality control, leadership, scheduling, budgeting, performance evaluation and motivation.
- Building regulations and codes.
- Standard form of design and supervision contracts.
- Construction management contracts.
- Standard form of building contracts.
- Land & property laws, and fire regulations.
- Joint ventures, partnerships, associations and sub-consultancy.
- Zakah (Religious Tax) regulations.
- Engineering committee membership and requirements.

## Books:

There are four volumes of the American Institute of Architects (AIA) Manual assigned for this course. However, other available books in the CED library and from the instructor's private collection will be referred to throughout the course.

## Notebook:

Each student is required to maintain a lose-leaf notebook, which will be graded at the end of the semester for completeness, content, and quality. The notebook should be present with the student at all times to take notes during class discussions, guest speeches, and outside visits.

## Course Requirements:

- Attendance and Discussion
- Notebook
- Quizzes
- Midterm Exam
- Term Paper
- Final Exam

Note: Extra work is always encouraged and will be added to the final grade.

## Grading and Examinations:

The final grade will be determined by the instructor based on: quizzes, mid-term exam, notebook, term project, the final exam, attendance pattern, and the student's personal qualities (progress, attitude, and participation).

The approximate distribution of the final grade is estimated as follows:

|                           |            |                           |
|---------------------------|------------|---------------------------|
| Quizzes and Participation | 35 %       | Weekly                    |
| Midterm Exam              | 15 %       | Monday 24 March           |
| Term Paper                | 15 %       | Wednesday 04 June         |
| Final Exam                | 20 %       | As scheduled by Registrar |
| Attendance                | 10 %       |                           |
| Personal Quality          | 5 %        |                           |
| <hr/>                     |            |                           |
| <b>TOTAL</b>              | <b>100</b> |                           |