

PRIOR PRACTICE HOURS APPLICATION - ARCHITECTURE

At the BAC, entering students may already be engaged in community-based activities and professional experience that can be applied toward satisfying the practice component of their degree requirements. To receive Prior Practice Hours, students must complete relevant work that is graphically documented and verified by a Direct Supervisor. While the Practice Department works to accommodate a range of prior practice hours, granting Prior Practice Hours is not guaranteed and is at Practice Department discretion. A student has **ONE YEAR** from the time of enrollment to submit this Prior Practice Hours Application and meet with the Practice Department to review the work. Students who seek Prior Practice Hours are encouraged to contact the Practice Department with any questions related to completing this application.

Architecture students can apply for **UP TO 1500 HOURS** of Practice Hours!

INSTRUCTIONS

1. Contact the Practice Department to schedule an initial appointment with a staff member to discuss eligibility and how to layout documentation.
2. If eligible:
 - a. Complete this application for **EACH** previous work setting for which Prior Practice Hours are being petitioned.
 - b. Have each employer sign the Employer Certification on the last page of this application.
 - c. Obtain an official statement on company letterhead from **EACH** employer verifying the length of employment and nature of the work completed.
 - d. Compile an 8-1/2x11 graphic portfolio that represents the work completed during the time of employment. These examples should be organized and clearly labeled. Indicate the specific role played and scope of involvement for each project presented. Additional notes and annotation should reflect on particular challenges and learning experiences. **PLEASE NOTE:** This documentation should be submitted separately from any portfolio that was previously submitted to the BAC Admissions Department as the Practice Department does not have access to these files.
3. Schedule an appointment with the Practice Department and bring the application and all of the materials listed above with you. At the end of the meeting it will be determined whether all, some or none of the petitioned Prior Practice Hours have been approved and a Skill Level assigned. There may also be a request for another appointment and/or a submittal of additional work as follow-up.

STUDENT INFORMATION	
STUDENT NAME (LAST, FIRST, MIDDLE)	
<input style="width: 95%;" type="text"/>	STUDENT EMAIL <input style="width: 95%;" type="text"/>
STUDENT ID NUMBER	
<input style="width: 95%;" type="text"/>	PREFERRED PHONE # <input style="width: 95%;" type="text"/>

FIRM/COMPANY INFORMATION		
WORK SETTING / COMPANY NAME	COMPANY SIZE	
<input style="width: 95%;" type="text"/>	<input type="checkbox"/> 1 - 10 <input type="checkbox"/> 11 - 49 <input type="checkbox"/> 50 & UP	
WORK SETTING / COMPANY ADDRESS, CITY, STATE, ZIP	COMPANY PHONE (Include Area Code)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
TITLE OR POSITION	EMPLOYMENT START DATE	EMPLOYMENT END DATE
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

WORK / LEARNING EXPERIENCE

Respond to the following questions. Be sure to reflect upon the learning and growth that took place during time of employment.

1. What specific skills did you acquire from this experience and what did you learn from this experience?

2. Describe how this experience has helped you develop as a design professional.

3. Choose a specific project in which you took a leadership role, learned something new, or face challenges. Describe the project, your role in the project, and what you learned from it.

4. What kind of documentation / graphic examples will you be submitting with this application? Provide any additional comments or information that might be helpful for the Practice Department to know.

NON-IPAL ARCHITECTURE ONLY - EXPERIENCE HOURS & CERTIFICATION

INSTRUCTIONS

In the chart below, indicate the number of hours spent working in each category. The total number of hours will automatically be added at the bottom. Architecture students may apply for up to, but no more than 1,500 hours. **After this chart is filled out, you and the employer must sign the designated area below.**

CONCEPTUALIZATION

- | | |
|---|--|
| <input style="width: 100%; height: 100%;" type="text"/> | 1. PROGRAMMING & FEASIBILITY [client/user interviews, meeting notes, research data, data compilation] |
| <input style="width: 100%; height: 100%;" type="text"/> | 2. SITE AND EXISTING CONDITIONS ANALYSIS [hand-written notes/measurements, space/furniture inventory, as-builts] |
| <input style="width: 100%; height: 100%;" type="text"/> | 3. PRECEDENCE, READING & RESEARCH [research data, data compilation that supports program or design] |

PROFESSIONAL VALUES/ORGANIZATION

- | | |
|---|--|
| <input style="width: 100%; height: 100%;" type="text"/> | 1. LEADERSHIP & SERVICE [documentation that supports mentoring, personal time management, supervising, team building, managing quality through best practices] |
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PRESENTATION & TECHNICAL SKILLS

- | | | | |
|---|---|---|-----------------------|
| <input style="width: 100%; height: 100%;" type="text"/> | 1. MODEL BUILDING & FABRICATION [pictures of physical models] | <input style="width: 100%; height: 100%;" type="text"/> | 6. ADOBE CS SUITES |
| <input style="width: 100%; height: 100%;" type="text"/> | 2. BUILDING INFORMATION MODELING [BIM] | <input style="width: 100%; height: 100%;" type="text"/> | 7. MANUAL DRAFTING |
| <input style="width: 100%; height: 100%;" type="text"/> | 3. 2D & 3D CAD DRAFTING | <input style="width: 100%; height: 100%;" type="text"/> | 8. FREEHAND SKETCHING |
| <input style="width: 100%; height: 100%;" type="text"/> | 4. 3D ILLUSTRATIVE RENDERING | <input style="width: 100%; height: 100%;" type="text"/> | 9. DIAGRAMMING |
| <input style="width: 100%; height: 100%;" type="text"/> | 5. WEB / GRAPHIC / INTERACTIVE DESIGN | | |

PRACTICE DELIVERY AND DESIGN IMPLEMENTATION

- | | | | |
|---|--|---|--|
| <input style="width: 100%; height: 100%;" type="text"/> | 1. PLANNING, ZONING & PERMITTING REGULATIONS | <input style="width: 100%; height: 100%;" type="text"/> | 6. TECHNICAL & CONSTRUCTION DOCUMENTS |
| <input style="width: 100%; height: 100%;" type="text"/> | 2. SCHEMATIC DESIGN AND DESIGN DEVELOPMENT | <input style="width: 100%; height: 100%;" type="text"/> | 7. MATERIAL, LIGHTING & FF&E SELECTION |
| <input style="width: 100%; height: 100%;" type="text"/> | 3. ENGINEERED SYSTEMS | <input style="width: 100%; height: 100%;" type="text"/> | 8. SPECIFICATIONS |
| <input style="width: 100%; height: 100%;" type="text"/> | 4. FINANCIAL CONSIDERATIONS & PROJECT COSTS | <input style="width: 100%; height: 100%;" type="text"/> | 9. CONSTRUCTION ADMINISTRATION & OBSERVATION |
| <input style="width: 100%; height: 100%;" type="text"/> | 5. CODES & REGULATIONS | | |

PRACTICE MANAGEMENT DESIGN ENTREPRENEURSHIP

- | | | | |
|---|--------------------------------------|---|-----------------------|
| <input style="width: 100%; height: 100%;" type="text"/> | 1. BUSINESS PRACTICES AND OPERATIONS | <input style="width: 100%; height: 100%;" type="text"/> | 6. MARKETING SUPPORT |
| <input style="width: 100%; height: 100%;" type="text"/> | 2. BUDGETING AND ACCOUNTING | <input style="width: 100%; height: 100%;" type="text"/> | 7. MARKETING RESEARCH |
| <input style="width: 100%; height: 100%;" type="text"/> | 3. SCHEDULE AND WORKPLAN DEVELOPMENT | <input style="width: 100%; height: 100%;" type="text"/> | 8. TEAM BUILDING |
| <input style="width: 100%; height: 100%;" type="text"/> | 4. PROJECT MANAGEMENT | <input style="width: 100%; height: 100%;" type="text"/> | 9. STAKEHOLDER ROLES |
| <input style="width: 100%; height: 100%;" type="text"/> | 5. BIDDING AND CONTRACT NEGOTIATION | | |

PUBLIC INTEREST, DESIGN SERVICE-LEARNING, RESEARCH

- | | | | |
|---|--|---|---|
| <input style="width: 100%; height: 100%;" type="text"/> | 1. ATTEND PROFESSIONAL LECTURES OR CONFERENCES | <input style="width: 100%; height: 100%;" type="text"/> | 6. CIVIC ENGAGEMENT, SERVICE & VOLUNTEERISM |
| <input style="width: 100%; height: 100%;" type="text"/> | 2. OFFICE COMMITTEES / STUDENT GROUPS | <input style="width: 100%; height: 100%;" type="text"/> | 7. WRITING FOR GRANT PROPOSAL OR DESIGN PUBLICATION |
| <input style="width: 100%; height: 100%;" type="text"/> | 3. PROFESSIONAL / CULTURAL ORGANIZATIONS | <input style="width: 100%; height: 100%;" type="text"/> | 8. DESIGN COMPETITIONS |
| <input style="width: 100%; height: 100%;" type="text"/> | 4. MENTORING | <input style="width: 100%; height: 100%;" type="text"/> | 9. RESEARCH PROJECT [IDEATE, DOCUMENT, PUBLISH] |
| <input style="width: 100%; height: 100%;" type="text"/> | 5. TEACHING / CONDUCTING WORKSHOPS | | |

<input style="width: 100%; height: 100%;" type="text"/>	TOTAL HOURS EARNED	Architecture students can submit up to 1,500 hours.
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EMPLOYER CERTIFICATION

I certify that to the best of my knowledge, the number of hours and the way in which those hours are divided into course areas accurately represents the work the student has done during this reporting period (the dates listed on the front of this form).

Work Setting / Supervisor's Name (Please Print)	Work Setting / Supervisor's Firm Name (Required)	Date
Work Setting / Supervisor's Signature (Required)	Student Signature	Date

FOR OFFICE USE ONLY

Report Approved

Approval Date

SIGNATURE OF APPROVAL

COMMENTS

Report Approved

Approval Date

SIGNATURE OF APPROVAL

COMMENTS