PRACTICE REGISTRATION GUIDE

*** FORMS DUE BY 5:00 PM ON FRIDAY, December 2nd 2011 ***

All students (employed, unemployed, AOP, concurrent), regardless of employment status, must submit the following forms by the 12/02/11 deadline in order to clear for registration from Practice.

WHAT FORMS DO I NEED?

Please note that if you are filing for Practice credit for multiple jobs or projects, you must complete a Practice Report for each of those jobs/projects.

1. **All students** must complete the Spring 2012 Practice Registration Form to report their expected Practice status for the Spring 2012 semester.

2. **All students** must complete the Fall 2011 Practice Report to report whether or not Practice credit was earned from 07/02/2010 – 11/11/2011. (See instructions below if filing for credit for Gateway Projects.)

    **Gateway Projects:**

    Students involved in Gateway Projects or Travel/Non-related Volunteer must complete the following paperwork for any activities for which they intend to report credit for this reporting period.

    - **Community Service Projects:** If you have already submitted a Practice Report for your hours, then please do not submit a second Practice Report unless you are reporting credit for an additional design-related job or project. We will check-in the form you submitted as part of your Spring 2012 pre-registration submission. If you have not yet submitted your hours, please complete the Fall 2011 Practice Report, check the “Community Service Project” box on the top and on the bottom of the form, write the name of the project in the space provided, and have your supervisor sign off on the hours. All students must also submit a Spring 2012 Practice Registration Form to clear for registration.

    - **Design Competitions:** If you have already submitted a Practice Report for your hours, then please do not submit a second Practice Report unless you are reporting credit for an additional design-related job or project. We will check-in the form as part of your Spring 2012 pre-registration submission. If you have not yet submitted your hours, please complete the Fall 2011 Practice Report, check the “Design Competition” box on the top and on the front, write the name of the competition on the line provided, and have your supervisor sign off on the hours. All students must also submit a Spring 2012 Practice Registration Form to clear for registration.

    - **Independent Practice:** Students who have filed an Independent Practice Application and have received prior approval should report their hours on the Fall 2011 Practice Report by checking the “Independent Practice” box on the top front of the form, checking the “Independent Practice” box on the bottom front of the form, and having their supervisor sign off on their hours. All students must also submit a Spring 2012 Practice Registration Form to clear for registration.

    - **Travel:** You are eligible to file once as a student for 1 Practice credit for a travel experience. To petition for the credit, please complete and submit the “Practice Report Travel” in addition to the Fall 2011 Practice Report & Spring 2012 Practice Registration Form.

    - **Non-related Volunteer:** You are eligible to receive up to 3 Practice credits for non-design-related volunteer work. To petition for credit, please fill out the “Non-related Volunteer Report” in addition to the Fall 2011 Practice Report & Spring 2012 Practice Registration Form. (Design-related volunteer work should be filed on the regular Fall 2011 Practice Report.)

Please see additional information on reverse
WHERE DO I GET THE FORMS?

To download the Practice Report and Practice Registration Form, please follow the link on the BAC homepage for “Spring 2012 Registration” and click on the link that corresponds to your degree program; the two forms are bundled together in one file.

To download ALL PRACTICE FORMS—including forms for Travel & Non-related Volunteer—please go to the Practice page of the BAC website [http://www.the-bac.edu/education-programs/practice/forms-and-publications] or visit [http://www.the-bac.edu/education-programs/practice] and select the link: “Forms & Publications.”

Hard copies are also available in the Practice office on the 3rd floor of the 320 Newbury Street building.

WHERE DO I SEND THEM?

All forms are due by 5:00 PM on Friday, December 2nd.

Forms may be returned via mail in the envelope provided in the registration mailing (must be postmarked by 12/02/2011), dropped off in the Practice Department by 5:00 PM, or emailed by 5:00 PM as ONE PDF attachment to practice@the-bac.edu (PDF only, please!). Please note that we DO NOT ACCEPT FAXES!

Students who submit Practice forms after the deadline, or who submit incomplete forms, will be charged a $150 late fee and will not be cleared for registration until they have submitted both completed forms. If either form is submitted after registration, or remains incomplete after registration, you will be required to pay a $200 post-registration fee. Failure to turn in both forms, complete and on-time, may also impact your financial aid.

Kindly allow us one week after the deadline to process forms and lift Practice STOP’s from Self Service before contacting our office with questions about receipt of your materials.

Please be in contact with our office as soon as possible if you have questions about how to complete your Practice registration materials.

Practice • Boston Architectural College
320 Newbury Street • Boston, MA 02115

617.585.0145 • practice@the-bac.edu
Office located on the 3rd floor of 320 Newbury Street

*Please note that these instructions apply to onsite degree students only. Distance MARCH students should be in contact with our office about their registration requirements.
Important Notice Regarding Financial Aid
By signing this form you are verifying that you predict to earn a certain number of Practice credits in the coming reporting period (anticipated hours per week). If you currently receive financial aid, you are required to notify both the Practice Department and the Financial Aid Office if you leave your job or if there is a reduction of your hours, since this will impact the number of credits you are able to earn, and your financial aid may be impacted. If this occurs, please contact the Financial Aid Office immediately for more information.

All students are required to complete this form, regardless of employment status, twice a year before registration for classes, as well as any time there is a change in their employment status. You are expected to make copies of this form for your records. Please print clearly.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID Number</th>
<th>Email Address</th>
</tr>
</thead>
</table>

### STUDENT SIGNATURE

I certify that, to the best of my knowledge, all of the information on this form is true and accurate.

<table>
<thead>
<tr>
<th>Student Signature (Required)</th>
<th>Date</th>
</tr>
</thead>
</table>

### REPORTING FOR CREDIT:

**TO BE COMPLETED BY THE STUDENT**

Please fill out the following only if you are reporting for credit. If this is a Community Service Project, Design Competition, or Independent Practice, please write the name of the project, competition, or write "Independent Practice" on the "Company Name" line. Fill out other information as applicable.

**Anticipated hours per week (Required):**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City State Zip</td>
</tr>
</tbody>
</table>

### TO BE COMPLETED BY THE SUPERVISOR

Students who receive any type of Federal aid, including the Stafford loan, must be tracked by their academic institution. If you currently employ a BAC student, you play the role of a faculty member. Since the credits that many BAC students earn from the Practice Department enable them to receive financial aid, it is important for the student that you verify the information contained on this form with your signature. It is also important that you notify the BAC when a student has ceased working for you (if applicable). To do so, please contact our department.

As the supervisor of a BAC student, I understand and support the Practice program and its method of Contract Learning. I also understand that my signature verifies the information provided by the student and that if the student is currently employed by me or my company, I will immediately notify the BAC if the student’s employment status changes.

<table>
<thead>
<tr>
<th>Supervisor’s Name (Please Print)</th>
<th>License Discipline (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supervisor’s Signature (Required)</td>
</tr>
</tbody>
</table>

FOR OFFICE USE ONLY
INSTRUCTIONS:
ALL STUDENTS must fill out the top section of this form. Only students working in Practice settings and reporting for credit must complete the entire form. You are expected to make a copy of this form for your own records. Please print clearly.

STUDENT INFORMATION

Name

Student ID Number

Email Address

Daytime Phone

Student Signature (Required) Date

Degree Program

- Bachelor of Architecture
- Master of Architecture

Reporting For Credit

- Architecture Firm
- Interior Design Firm OR
- Related Office
- Community Service Project
- Design Competition
- Independent Practice

Reporting For Record

- Non-related company
- Unemployed
- AOP

STOP! STUDENTS WHO ARE REPORTING FOR RECORD (REPORTING NO PRACTICE CREDITS) DO NOT NEED TO COMPLETE THE REST OF THIS FORM.

TO BE COMPLETED BY THE STUDENT

Please fill out the following if you are reporting for credit in a design firm or design-related employment setting. See below for other settings.

Company Size

- 1–10
- 11–49
- 50 & UP

Company Name

Company Address

City State Zip

Company Telephone Number (Including Area Code)

Start Date (Month/Day/Year)

Please complete if you are reporting for credit for a Practice-approved Community Service Project, Design Competition, or Independent Practice.

- Community Service Project, Name: ___________________________ Start Date: ___________________________
- Design Competition, Name: _________________________________ Start Date: ___________________________
- Independent Practice (with prior approval)

FOR OFFICE USE ONLY
TO BE COMPLETED BY THE SUPERVISOR

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).

Supervisor’s Name (Please Print)

License/Discipline (If Applicable)

Supervisor’s Signature

Date

A NOTE ABOUT THE PRACTICE ASSESSMENT

In addition to earning certain amounts of Practice credit, students must also acquire certain professional skills—tracked by Skill Level—before they are able to advance through their degree program (clearance for Segment I Portfolio Review; Segment II Portfolio Review; graduation).

To this end, students should remember to maintain ongoing documentation of their Practice experience(s), as all of the credits reported on Practice Reports should be supported by relevant graphic and narrative evidence. This documentation is critical to the Practice Assessment process, in which students meet with Practice Faculty members (Examiners) to have their Skill Level evaluated and updated. Students will be contacted in Segment I, Segment II, and Segment III about scheduling a Practice Assessment.

For more information about the Practice Assessment, please refer to the Practice Assessment Guidelines posted on the BAC website; for more information about Practice requirements for each degree program, please refer to the Practice Student Handbook. Both are available at: http://www.the-bac.edu/education-programs/practice/forms-and-publications

TO BE COMPLETED BY THE STUDENT

PRACTICE CATEGORIES AND COURSE AREAS

Please indicate the number of hours spent working in the applicable individual course areas. Total the sections in which you have accrued hours and write the total number of hours in the box at the bottom of the column.

100 hours = 1 Practice credit
You may use either hours or credits for recording purposes.

A1 Design Initiation

1. Programming
2. Site and Environmental Analysis
3. Schematic Design
4. Engineering Systems
5. Building Cost Analysis
6. Code Research
7. Design Development

A2 Design Implementation

8. Construction Documents
9. Spec. and Materials Research
10. Document Checking & Coordination

B Construction

11. Construction Phase (Office)
12. Construction Phase (Site)

C Administration

13. Bidding and Contract Negotiation
14. Project Management
15. Office Procedures

D Related

16. Professional Service
17. Community Service

Total Amount of Practice credit