

Sarah Elsayed
November 28, 2018
Professional Practice

CLASS MINUTES

- 2:35 PM : Attendance was taken
- 2:40 PM: Class lecture began

NOTES:

- Bring in revised elevator pitches + resumes next tuesday 12/4/18
- RESUMES:
 - Use spell check
 - Tailor for requirement
 - Use correct name for college + degrees
 - o New York City College of Technology
(a.k.a City Tech)
AAS in Architectural Technology
BTECH Bachelors in Architectural Technology
- Position:
Write job descriptions in present / active voice
 - Maintain
 - Distribute
 - Assist
 - Plan & Coordinate
- Be more specific in your 7 year plan = too vague
Example: What grad school, where, website, email, cost, deadlines, financial aid, requirements, program length, portfolio, rules
- Work:
 - Type of Position
 - Where, type of firm, location, network
 - Salary, benefit (Talk to Professor Kenneth Conzelmann for advice and if you're looking for jobs)
 - How will you find jobs - online, example of site w. Link
 - Check out (1-2) site + select (2) job descriptions you would like to fulfill.
 - Job Fair

3:35: Ten minute Break

- Architect Fees:

Parameters=

- Scope of project
- Reliability + Completeness
- Services desired
- Relationship + Trust between Owner and Architect

Options =

- Fixed fees
- Hourly rate w. multiplier
- Cost plus fixed fee
- Unit cost fee (per SF rooms)
- % of construction cost
- Reimbursement

* 6 RM House =\$5,000 _ Not enough (always account for service fees)

Employee A: \$50/hr

- Insurance, workers comp, cover percentage of office expenses, paid holiday/vacation

4:30: Class Dismissed .