

RAIC | IRAC

Architecture Canada

Syllabus Program

September 2017



Meeting [Audio Icon] [Video Icon] [Help]

Share [Menu Icon]

Nothing is being shared.

Video [Menu Icon]

Attendees (2) [Menu Icon]

- Active Speakers
- Hosts (1)
 - RAIC Syllabus Studio
- Presenters (0)
- Participants (1)
 - Syllabus Student

Chat (Everyone) [Menu Icon]

Everyone

Agenda

1. New RAIC Syllabus Leadership
2. RAIC Membership Benefits for Students
3. New and Revised RAIC Syllabus Policies
4. Experience Record Book Submissions
5. RAIC Syllabus Student Audit
6. New Course Sequence Chart
7. Submission of Athabasca University Course Grades
8. RAIC Syllabus Automation – Improved Student + Volunteer Experience!
9. Future Plans for Syllabus



New RAIC Syllabus Leadership



**Don Ardiel, Director, Practice Support/ Director,
Syllabus**

dardiel@raic.org

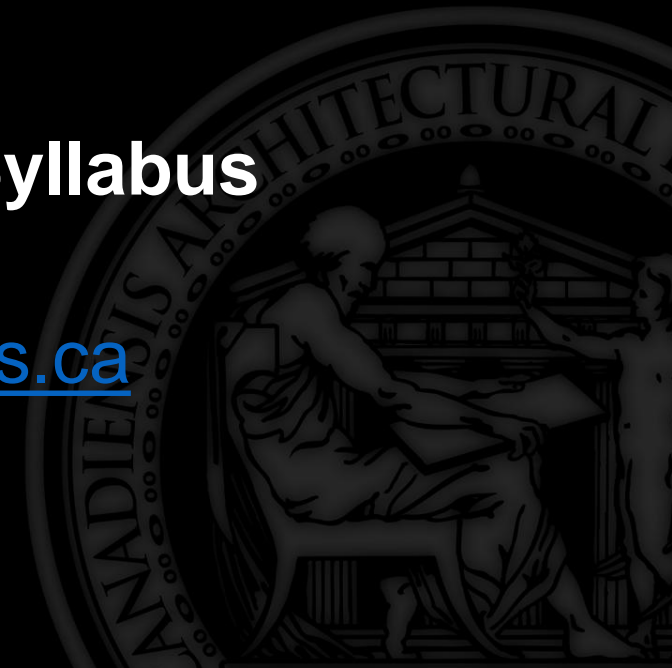
(613) 241-3600 ext 202



**Brynne Campbell, Program Officer + Syllabus
Registrar**

bcampbell@raic.org or info@raic-syllabus.ca

(613) 421-3600 ext 204



RAIC Membership Benefits for Students

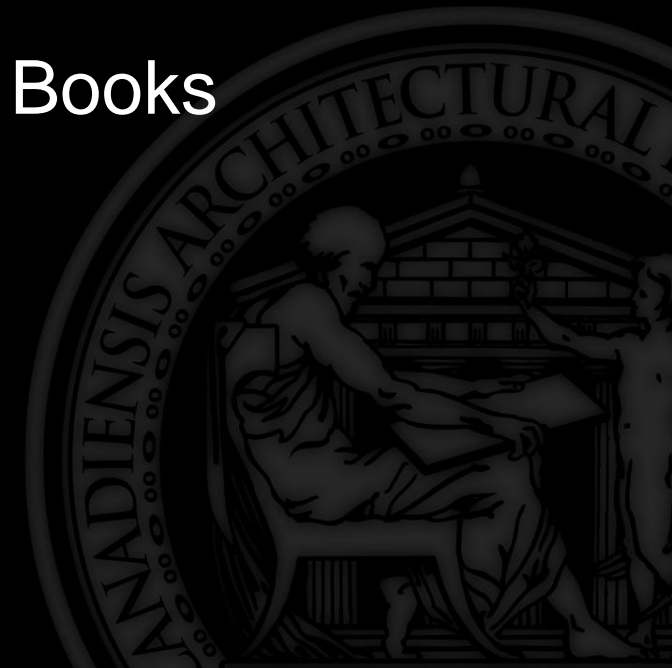
- Eligible for a complementary membership for entire time you are a student
- Plus one free year of full membership with designation following graduation
- Group Insurance Rates (Mumby - Home, Auto, Life)
- Magazine Subscriptions – Canadian Architect + Award + SABMag, Discount on Azure
- Member pricing in the RAIC store (practice documents, seals, books, events)
- Discounts on Car Rentals, VIA Rail, Corporate Traveller, Local Hospitality
- Member Pricing on McGraw Hill Publications
- Access to all RAIC Communications
- Membership on Select RAIC Committees/ Task Forces
- Listed in the RAIC Directory as a Student Member

Contact: [Angie Sauvé](#), RAIC Member Communications Specialist



New and Revised RAIC Syllabus Policies

- Administrative Leave
- Withdrawal Request
- Credit Assessments: Theory, History and Technical Courses
- Appeals and Dispute Resolution
- Late Submission of Canadian Experience Record Books (CERBs)



The Mission of the RAIC Syllabus is to provide architectural education nationally through practical experience and courses of study for aspiring and current members of the profession, and members of the public with a personal interest in architecture.

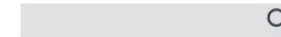
Administrative Leave

Leave of Absence Policy

The purpose of the Leave of Absence policy is to provide a consistent framework for a Student to temporarily suspend studies and then re-enter the Syllabus program.

Please read the updated Administrative Leave Policy for further information:

- [Administrative Leave Policy](#)



TWEETS

RAIC | IRAC
@RAIC_IRAC
The 2018 Festival website is now live!
Check it out! #archfest18
@AANBArchitects
festival2018.raic.org

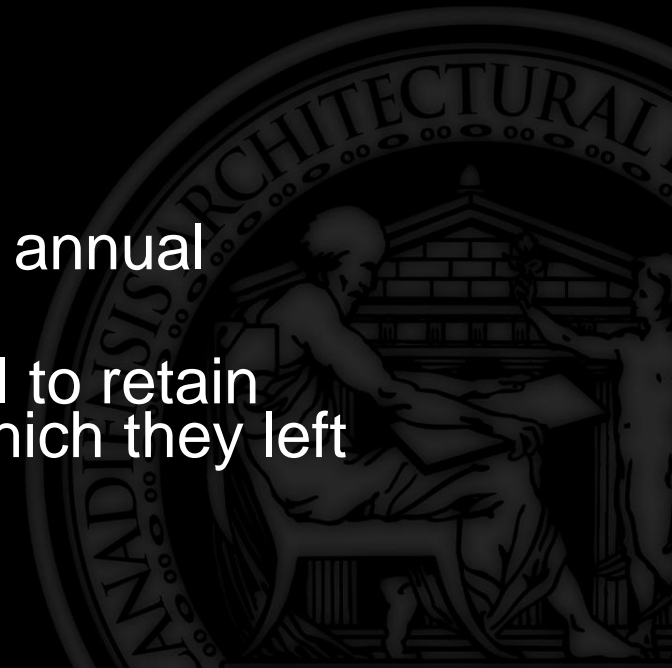


RAIC | IRAC Retweeted
The AAA
@theABarchitects
Check out our latest eBulletin for AAA updates, industry events and a message from our Director of Practice. ow.ly/ZQAK30eoUHX



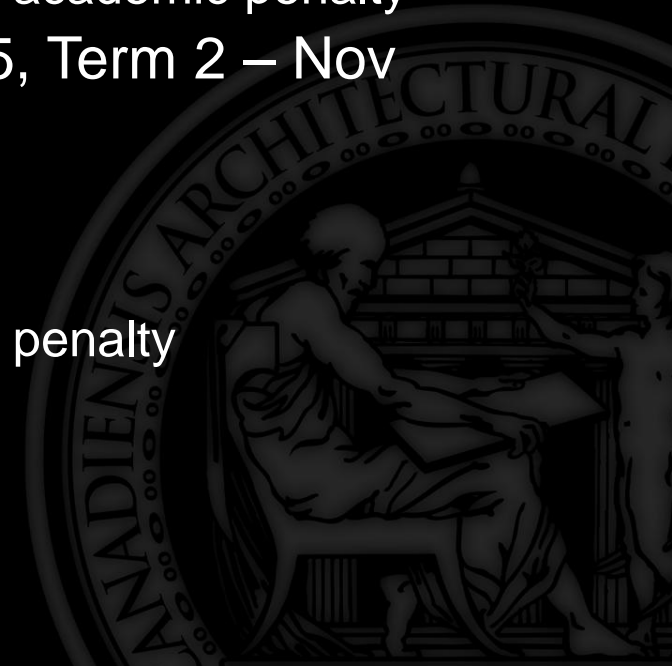
Administrative Leave

- Purpose: To provide a consistent framework for a Student to temporarily suspend studies and then re-enter the Syllabus program.
- Request, in Writing, a Leave of Absence from the Director
- Types of Leave
 - Parental Leave
 - Family/ Compassionate Leave
 - Financial Hardship/ Loss of Employment
 - Personal Emergency/ Medical Leave
- Student may take up to 3 years
- Extending between 4 – 10 years inclusive, is subject to an annual application for extension and review of academic standing
- Leave of more than 10 years does not qualify an individual to retain Student status or re-enter the program from the point at which they left



Withdrawal Request

- If a Student needs to leave the Syllabus program or a studio course they are required to submit an official Withdrawal Request Form
- Withdrawal Deadlines
 - Within 30 days of Registration deadline (Term 1 – Mar 1, Term 2 – Sept 1)
 - No refund on administrative fees, 50% refund on course fees, no academic penalty
 - The 15th of the month prior to End of Term (Term 1 – May 15, Term 2 – Nov 15)
 - No refund, WD noted on transcript, no academic penalty
 - Withdrawals after the 15th of the month prior to End of Term
 - This will result in an automatic FAIL of the course, with academic penalty



Credit Assessments: Theory, History and Technical Courses

- New Comparison Chart for Entry Credit Assessment
- Can be applied for at any point during the Syllabus Program

Design Studio Advanced Standing

- We will be introducing a process for granting Advanced Standing in Design Studio based on assessment of an individual's portfolio – 2018



Appeals & Dispute Resolution

- We are currently reviewing the Appeals & Dispute Resolution policy in the light of our pending policy on Studio Advanced Standing, as it is out of date and does not reflect current Syllabus Program processes



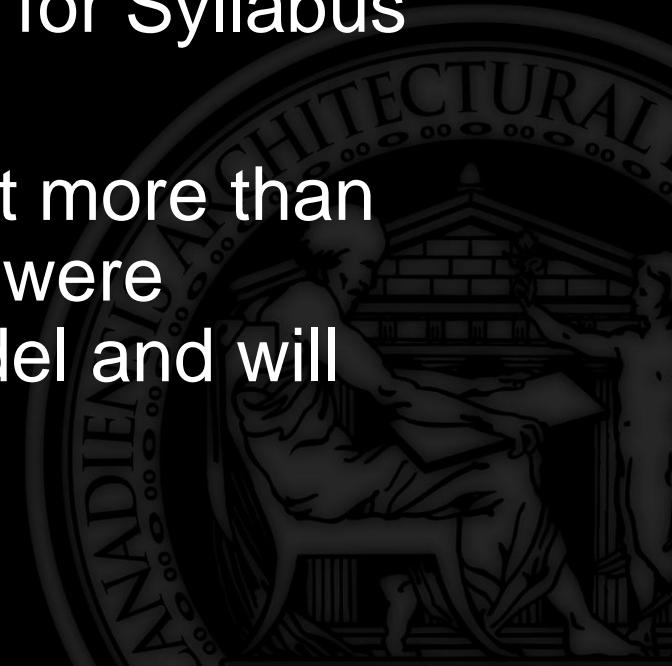
Canadian Experience Record Books (CERB)

- Syllabus Program requires 9800 hours (5 years) of work experience
- This is counted during Part 2 + 3 of the program
- During this time students must be employed under the supervision of a licensed Canadian Architect
- Students are required to have a Mentor
- Submit Confirmation of Supervisor and Mentor Forms
- 15 categories of practice, each with minimum requirements



Canadian Experience Record Books (CERB)

- Students may be eligible to Backlog up to 4900 hours experience hours gained immediately prior to starting Part 2
- Once enrolled in Part 2 - eligible to accumulate hours with Provincial Regulator - Please review requirements with your local jurisdiction. There are different requirements for Syllabus Program students in each province
- Please note: Students who had completed at least more than half of the required courses under Part 2 by 2013 were grandfathered under the old work experience model and will need to complete 5,340 hours.



CERB Submissions

- Late Submission of CERB's is an issue for many students
- CERB's to be submitted every 900 – 1000 hours (approximately 6 months)
- Must submit within 8 weeks of the date of last entry
- Books must be signed by a supervisor and mentor
- Originals must be submitted to your CALA jurisdiction
- Experience hours submitted more than three years (36 months) past the date of entry will result in immediate suspension – January 1, 2018
- Submit CERB's to info@raic-syllabus.ca



CERB Submissions

- In the near future some provincial regulators will be automating the entry of work experience data
- Syllabus students will still be required to submit scanned copies of the books to the Syllabus National Office
- The Syllabus National Office cannot obtain digital records from the provincial regulators



The Mission of the RAIC Syllabus is to provide architectural education nationally through practical experience and courses of study for aspiring and current members of the profession, and members of the public with a personal interest in architecture.

Architectural Experience Manual

NEW: RAIC SYLLABUS Architectural Experience Manual

This manual replaces the [previous Work Experience Policy](#)

NOTE: Re-emphasis on the work experience foundation of the Syllabus route to licensure is at the core of the renewal, which has been an ongoing process since 2002. To date, most Syllabus graduates have exceeded the new requirements.

Implementation of this policy will be assessed on a case-by-case basis for mid-stream Diploma students as of August 2013.

To reiterate once more, the Work Experience requirements were recently updated and published to all students. Once again, here is a breakdown of the grandfathering rules for the new requirements:

1. Students in Part I of the program who have not yet been asked to submit work experience will be required to abide by the new rules where a total of 9,800 hours will need to be completed before successful completion of the program;
2. Students who have completed less than half of the required courses under Part II of the program will also need to abide by the new requirements of 9,800 hours;
3. Students who have completed more than half of the required courses under Part II or have completed Part II altogether will be grandfathered under the old work experience model and will need to complete 5,340 hours.

A formal review of all student files will be conducted later this summer, and students who qualify under the old requirements will receive a formal letter attesting to such requirements. You would need to have completed more than half of Part II courses by the end of Term 2, 2013 in order to qualify. Please review the new work experience document carefully, as these requirements are at the core of the Syllabus Program of Studies.

The screenshot shows a Twitter feed with the following content:

- A search bar at the top.
- A header for "TWEETS".
- A tweet from RAIC | IRAC (@RAIC_IRAC) dated August 17, 2017, announcing the 2018 Festival website and mentioning #archfest18 and @AANBArchitects.
- A retweet from The AAA (@theABarchitects) dated August 17, 2017, mentioning an eBulletin for AAA updates and a message from the Director of Practice.
- A small image of a tablet displaying a document at the bottom of the tweet.

CERB Summary

Student:

Date Starting - Date Ending	Submission # / Total Hours												Total	Required Minimum	(Surplus) Deficit		
	1.0	2.0	3.0	4.0	5.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0					12.0
A - Design/Construction Documents																	
Programming														0.0	210.0	-210.00	0.0%
Site & Environmental Analysis														0.0	210.0	-210.00	0.0%
Schematic Design														0.0	316.0	-316.00	0.0%
Engineering System Co-ordination														0.0	316.0	-316.00	0.0%
Building Cost Analysis														0.0	210.0	-210.00	0.0%
Code Research														0.0	316.0	-316.00	0.0%
Design Development														0.0	841.0	-841.00	0.0%
Construction Documents														0.0	2840.0	-2840.00	0.0%
Specs & Materials Research														0.0	316.0	-316.00	0.0%
Document Checking & Crd.														0.0	210.0	-210.00	0.0%
Subtotal - Section A	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5785.0	5785.00	
	Minimum hours required in this category:													7500.0			
B - Construction Administration																	
Bidding														0.0	210.0	-210.00	0.0%
Construction Phase - Office														0.0	316.0	-316.00	0.0%
Construction Phase - Site														0.0	316.0	-316.00	0.0%
Subtotal - Section B	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	842.0	842.00	
	Minimum hours required in this category:													1550.0			
C - Management																	
Project Management														0.0	316.0	-316.00	0.0%
Office Management														0.0	210.0	-210.00	0.0%
Subtotal - Section C	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	526.0	526.00	
	Minimum hours required in this category:													750.0			
D - Related Activities																	
Professional Community Service																	
Subtotal - Section D	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
E - Discretionary																	
Other																	
Subtotal - Section E	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7153.0	7153.0	
	Minimum total hours required:													9800.0			



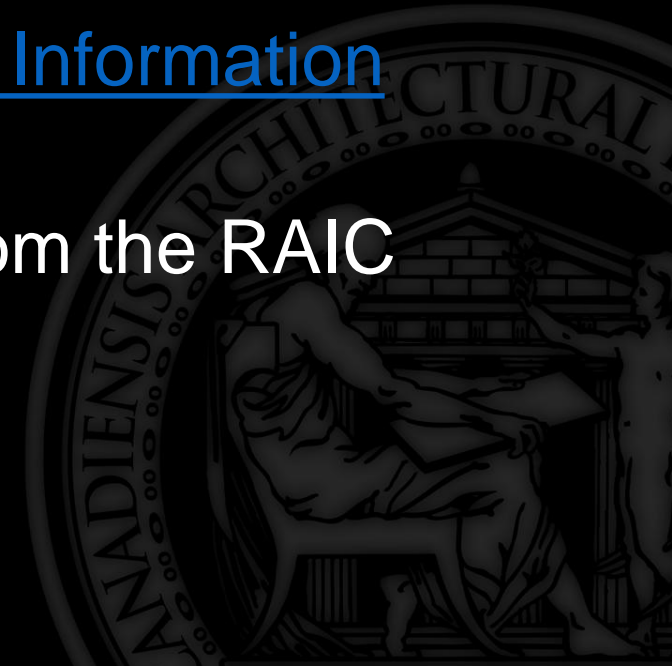
RAIC Syllabus Audit

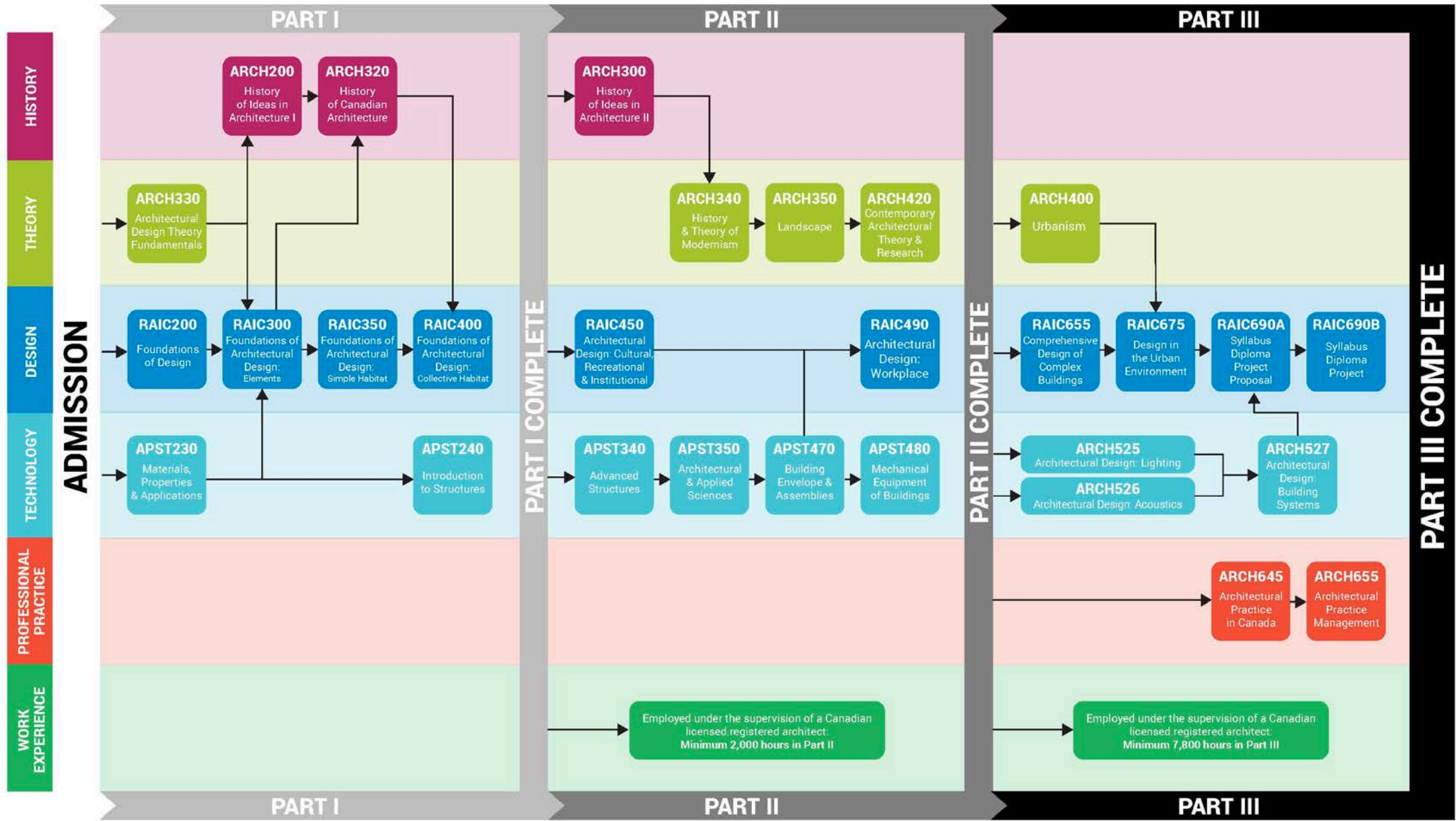
- Student records are currently undergoing an audit
- Reviewing Academic Records and Experience Books
- This ensures records are up to date and students are aware of where they stand in the program
- Please answer emails and review your records
- Please ensure your online account is up to date



New Course Sequence Chart

- We have created an easy to read course sequence chart
- New chart is meant to assist students in understanding program requirements and provide clarity on pathway to learning
- Available online and [downloadable](#)
- Course prerequisites also indicated in the [Course Information](#) online
- Chart reflects the courses required to graduate from the RAIC Syllabus program

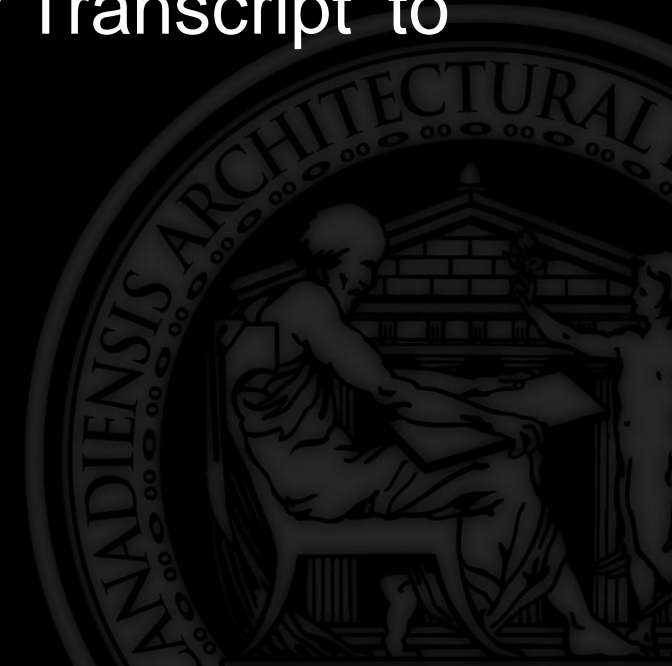




Submission of History, Theory & Technical Course Grades

- Starting August 1st, 2017 the Syllabus office will accept a 'Statement of Grades' from students upon course completion
 - Submit by email to info@raic-syllabus.ca
- To receive a Certificate of Completion for Part 1 and 2, or Diploma - submit an 'Official Athabasca University Transcript' to verify course completion
 - Submit by mail to the Registrar at

330-55 rue Murray St.,
Ottawa, ON K1N 5M3



RAIC Syllabus Automation

- Syllabus administrative processes are being streamlined and automated for an improved student and volunteer experience
- Online access to student accounts including: grades, access to studio evaluations, view work experience log, online Syllabus design studio course registration and payment
- This is planned to be implemented for December 2017. Please watch for further information via email.



Future Plans for Syllabus

- Student E-Portfolio
- Improved communication between studios in different cities
- Improved curriculum documents and assessment tools
- Webinars + Newsletters



Thank You!

Questions: info@raic-syllabus.ca

