

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4321

SUBJECT: CMGT 4321 HISTORIC PRESERVATION

*Course Specific Policies*

1. CMGT 4321 HISTORIC PRESERVATION  
Class Time: Wednesday, 5:00pm – 7:45pm
2. Instructor: Mark A. Thacker, AIA  
Preservation Architect  
Office: 203 S. Henry, Lindale  
Office Phone: (903) 595-2656  
Email: mark@markathacker.com
3. Welcome to CMGT 4321, Historic Preservation. This is a lecture-based course covering basics and limited specifics. In this course, students will focus on historic project development within the United States and specifically East Texas. The theory and philosophy behind historical preservation will help to bring a better appreciation to the sustainability of the built environment. The intent of this course is to help students understand formal historic preservation as well as adaptive reuse of existing buildings and structures. Through learning how to properly research and document projects, students will learn how projects meet code, agency and other special requirements. Also, by providing fundamental overview of the materials most commonly encountered and discuss access issues with historic projects, students will be more prepared to work on restoration, conservation, preservation, and rehabilitation of historical buildings as future project managers.

Other topics include safety practices associated with investigations in old buildings, genealogy research, archeology, and creating historic structures reports. Class participation, presentations, projects and discussion of the readings form an important part of the course. Students are expected to actively participate in site tour observations and class discussion, including commenting on ideas from the reading assignments, concepts presented by other students, and ideas advanced by the instructor.

Specific course objectives are:

- a. Introduction to research methodology for historic buildings.
- b. Awareness of potential hazards within historic buildings during investigations.
- c. Exposure to the wide variety of architectural styles.
- d. Hands on experience with analysis of artifacts associated with historic buildings.
- e. The process of a restoration project and government agency involvement.
- f. Development of a formal historical structures report.
- g. Understand the relationship between construction managers and architects from an architect's point of view.

4. Class Room Procedures:

- a. MANDATORY Textbook: Tyler, Norman; Ligibel, Ted; & Tyler, Illene. An Introduction to Its History, Principles, and Practice: Historic Preservation. New York, N.Y.: W.W. Norton & Company, Inc., 2nd Edition. 2009 ISBN 978-0-393-73273-3.
- b. Students are expected to attend class. Instructor utilizes PowerPoint presentations to explain content, attendance is critical and student participation is encouraged. Each class PowerPoint will be posted on Canvas but that is no substitute for the accompanying lecture.
- c. A field trip will be scheduled approximately half way through the course. The location will be the downtown square in Tyler. The purpose is to examine historic building construction, apply what the student has learned so far, and how to apply that knowledge to create an historic structures report.
- d. Academic Dishonesty: Representation of other's work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary actions as outlined by the UT Tyler Student Guide on Conduct and Discipline.

5. Exams and Grading:

- a. Bring study notes, textbook, note-taking material, and electronic device (laptop, tablet, I-phone) to access internet. Class preparation is your individual responsibility. Homework may consist of lecture material, research data, and assignments from the text book. Home work is mandatory and 25% of your final grade.
- b. Quizzes relating to introductory materials will be administered during the first one third of class meetings. It is important students understand the basics before proceeding through the remainder of the course which includes individual research, site visit, photography, documentation, and creating a report. Quizzes will constitute 25% of your final grade.
- c. Each student will select a historic building as a subject project for compiling a historic structures report. The student will conduct research, analyze the building, visit the site, photograph, and create a formal report. Contents of the report will be orally presented to the class. The report will contribute 30% to your final grade.
- d. The final exam will consist of selected questions from quizzes and essay questions. The final exam will be 15% of your final grade.
- e. The remaining 5% of the final grade is reserved at the discretion of the instructor and will consider attendance, professionalism, class participation (especially field trip), and ethics.
- f. If you get less than 65% as your final combined grade ***you will fail the course***. Note that final grades are only A, B, C, D, F.

6. Students Rights and Responsibilities - please follow this link:  
<http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html>

7. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average.

Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

8. State-Mandated Course Drop Policy. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.
9. Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.
10. Student Absence due to Religious Observance. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor in advance for an excused absence and late submission of work.
11. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you and the event sponsor request must notify me at least two weeks prior to the date of the planned absence.
12. Social Security and FERPA Statement. It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.
13. Emergency Exits and Evacuation. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Mark A. Thacker, AIA