

Faculty Instruction Guide

Students have found this experience to be valuable preparation for work in an architecture firm. A completed case study shows prospective employees that the student understands the totality of architecture practice.

The following notes are offered for faculty who wish to initiate and coordinate the development of a case study with students in collaboration with an architecture firm. Please refer to the Case Studies Starter Kit for course examples and to the proceedings from the 2004 Cranbrook Teachers Seminar for discussion on case studies for scholarship and research.

- Provide introductory instruction on the nature, complexity, and conduct of professional practice before starting the case study.
- Test students before and after the case study is prepared to assess their learning progress.
- Develop a close relationship and understanding with an architecture firm, especially with a senior partner, before beginning the case study.
- Identify the firm and academic contacts for the case study.
- Direct the formation of the student teams with complementary skills, including team editor, team graphic designer/photographer, primary team contact with the participating firm, team researchers.
- Have teams develop a case study work plan and timeline.
- Use Strunk and White's *The Elements of Style* as the guide for writing and editing.
- Use ample illustrations to complement the writing.
- Identify case study readers to provide senior peer review as the work progresses. Readers may be faculty colleagues or professionals who have agreed to act as mentors.
- Establish three submittal deadlines (such as 25, 50, and 75 percent) for increasingly more detailed analysis to assess progress of the team and to schedule reading sessions.
- Contact the participating firm at each submittal stage to ensure its concurrence with the work under way and to identify any problems that may have arisen.
- Clearly identify the requirements of all involved parties for final sign-off on the distribution of the case study document. See important [forms](#)
- Guide the process to provide insights in how the material is presented including parallel teaching approaches that can best serve the students.

Option to submit a case for peer review:

The AIA coordinates a peer review process of completed case studies for publication on the AIA Web site. A case study should reflect the professional quality of the firm's work with the insight and analysis provided by the student investigation of the project with faculty guidance. Firm involvement in the development of the case is recommended. Students and/or faculty may wish to further develop a case through independent study prior to submitting a case to the AIA for peer review. Emphasis should be placed on the analysis of the major points of the case.