

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4195 Sec 2 Habitat Project

SUBJECT: CMGT 4195 CONSTRUCTION MANAGEMENT CAPSTONE I

Course Specific Policies

1. CMGT 4195 CONSTRUCTION MANAGEMENT CAPSTONE I
Class Meets: Tuesday 11:00 AM – 1:45 PM Room: RBS 2023

Instructor: Joe Boylan
Office: Ratliff Building South (RBS) 1037
Office Phone: (903) 566-5884
Email: jboylan@uttyler.edu

2. Welcome to CMGT 4195 Construction Management Capstone I

The purpose of this course is to prepare the Habitat Home Project for construction in the spring.

Prerequisite: Senior Standing and Chair Approval.

A. What does it take to be successful in the senior capstone courses?

Senior Capstone I & II utilizes information from all previous courses to give students an understanding of the Construction Management profession.

B. CLASS LAB- Autodesk Revit

This semester the class will utilize the classroom and the computer lab to do the Revit tutorials and work on projects.

3. If you will miss a scheduled class, you are still responsible for the material.
4. You are encouraged to seek additional instruction during my office hours or by appointment.
Office Hours are posted outside my door.
5. Class Room Procedures:
 - a. **Attendance-** I will take attendance in class – please ensure information is circulated and turned back in to the instructor by the end of class. You are expected to attend all class meetings. Lectures, in class demonstrations, and class discussions will contain vital information needed to do well in the course. It is your responsibility to sign the attendance roster each class period. Capstone is setup similar to a workplace environment.
 - b. **Course Materials:**
 1. **Textbook: N/A we will be using design documents and budget provided by Habitat for this project.**
 2. I will post all course materials on Canvas. Canvas enrollment should be automatic with course registration but ensure that you can access the class Canvas page.

3. All assignments will be posted on Canvas and provided in class. It is your responsibility to check the site for changes and addendums.

- c. **Turn in Homework:** Homework will be turned in at the beginning of class on due dates. All work should be done professionally. I will only accept typed work in Microsoft Word or Excel. Make sure you turn in your work with a cover sheet or title block as specified in the assignment. The majority of assignments will be turned in on Canvas, which stamps it with a time and date.

6. Canvas Information

I may also on occasion email you homework tips or points of clarification that are made aware to me outside of class. All email correspondence will take place through the Canvas system, and therefore using your Patriot email accounts; so, check your Patriot email account often. Professionals check their work emails daily (or more often).

7. Exams and Grading:

- a. Grade Breakout and Cutoffs:

Course Points

Home Selection	300 (30%)
Projects WBS, Budget, Schedule	600 (40%)
Project Construction docs and contracts	<u>100 (10%)</u>
Total Points	1000 (100%)

University Guidelines for Grading will be used to determine your letter grade.

9. **Professional Practice.** During this semester, a portion of your grade in this course (10%) will be derived from a level of professional practice expectations. These expectations include a professional demeanor and work ethic (attitude), consistent daily preparation (assignment reading, appropriate materials brought to class, homework completed on time, etc.), commitment to learning and fulfilling obligations (attendance, on time), and being engaged in class activities (participation) worth 100 points.
10. **Academic Dishonesty:** Representation of other's work as your own will not be tolerated. Cheating on 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.

11. UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.utt Tyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.utt Tyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

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 census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

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 Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible 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 Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

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.

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.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](#) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](#) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](#) (903.566.7254)

Attachment I. Course Schedule

CMGT 4195 Construction Management Capstone I

		This is a tentative schedule and is subject to change	
Wk	Class Date		Assigned
1	27-Aug	Class Overview/Syllabus – Prep for Habitat	UT Tyler and Habitat MOU
		Module I: Revit Drawings	
2	3-Sep	Capstone Design meeting w Habitat	Draft design Revit
3	10-Sep	Real Estate meeting	ROI Plan
4	17-Sep	Home Options	
5	24-Sep	“	
6	1-Oct	“	
		Final Home selection Due	
7	8-Oct	Project Selection/Site Analysis/Teams Formed	
8	15-Oct	Project House Plans	
9	22-Oct	Draft WBS for house project	
10	29-Oct	Present Projects Draft Schedule and Budget	
11	5-Nov	Develop draft contracts for bid	
12	12-Nov	Contract Approval Meeting with Habitat	
	19-Nov	Bid Award plan due	
13	26-Nov	Thanksgiving Holiday	
14	3-Dec	Final Presentation to Habitat for awards	
15	10-Dec	Release Bid to Vendor s in TABA	

Attachment 3
CMGT 4195 Course Objectives:

1. Explain the role of computer models in the construction management field.
2. Develop students' ability to use Revit Models.
3. Prepare students for Capstone 2 by helping them select and model a project.