MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 3348 CONSTRUCTION SAFETY

SUBJECT: CMGT 3348 Administrative Instructions, Spring 2021

1. **Welcome to CMGT 3348 – Construction Safety**. This course examines the application of OSHA 29CFR 1926 for the construction industry along with applicable state and federal construction safety laws pertaining to construction, altercations, or repair work at construction sites. Prerequisite: None. A tentative course schedule and introduction to instructor are provided in Attachments 1 and 2. Specific course objectives are provided in Attachment 3.

2. **Attendance:** This is a Hybrid course. You are expected to attend all scheduled class meetings and view all lectures posted on Canvas. Canvas tracks when you view posted lectures, and this will be part of your participation grade. Class time will be used for demonstrations, project meetings, and class discussions. It is your responsibility to sign the attendance roster each class period which will also be part of the participation grade.

   If you know that you will miss a class email me a note to that effect prior to the class. If your absence is unexpected, email me as soon as feasible. If you will miss a scheduled class, you are still responsible for the material.

3. **Extra Help:** PLEASE DO NOT WAIT UNTIL THE LAST MINUTE. If you are having trouble with this class, email me at: aarnold@uttyler.edu. I will answer email within 24 hours.

4. **Online and Classroom Procedures**:

   Course content online is organized by week. View the videos, read documents, summit assignments, and participate in class discussions as required. Completing materials on-time is your individual responsibility.

   Come prepared to face-to-face class meetings. Check Canvas to see what you are required to bring in addition to your study notes, textbook, note-taking material, and calculator.

5. **Course Materials**:

a. Textbooks - optional: *Construction Safety Management and Engineering,* Darryl C. Hill, editor. 2004, American Society of Safety Engineers. ISBN 978-1-885581-46-4.

b. I will post additional course materials in Canvas. Canvas enrollment is automatic with course registration, and ensure that you have the necessary hardware and software for access.

6. **Exams and Grading:**
   a. Grade Breakout and Cutoffs:

Course Points	
Assignments / Quizzes / Discussion Board	450 (22.5%)
Wiki Assignments	440 (22%)
Professional Practice	100 (5%)
Projects (3)	260 (13%)
Midterm Exams (2)	450 (22.5%)
Final Exam	300 (15%)
	2,000 (100)

University grade breaks will be used to determine final grade posting.

If you earn a cumulative average of less than 65% on all exams <u>or</u> if you fail to earn at least 50% on the final exam; you may fail the course, **<u>regardless of your course grade</u>**.

b. All grades will be posted on Canvas. It is your responsibility to monitor your grades to determine if you are achieving the grade you desire.

c. Mid-term Exams and Final Exam:
Mid-term Exams and Final Exam are online exams. The dates for all exams are included in the course schedule. You will be given 24 hours to log on and take the exam. You must complete the exam in one sitting during the time allotted for the exam.
Official reasons for missing an exam are outlined in the UT Student Handbook. You are required to take a make-up Exam, regardless of your reason for missing the scheduled Exam. Report any conflict to me as soon as possible prior to the Exam.

d. Collection of Student Work: Most work is submitted on line and copies will be kept and used for the accreditation course and outcomes notebooks.

e. Embedded indicators of accomplishment of program outcomes: At times throughout the semester, portions of student work will be analyzed to determine if our program is accomplishing stated program outcomes based on established metrics.

7. **Assignments:** Homework problems will typically be assigned on a daily basis. Students are encouraged to *discuss* their homework solutions with one another, but each student must submit their own, **independent** work. The homework due date and time will be clearly given with the homework assignment. Homework is turned in online with automatic date and time cutoffs.

   <u>Assignment Format</u>: The student is expected to present professional, neat, organized, high-quality assignments. An assignment should be something you are proud of and not something hastily "slapped together". Assignments that are unreadable will be marked wrong. As a contractor your goal is to make a clear, logical, and professional presentation of your work, which is both accurate and correct. As such both your presentation and the accuracy of your work are important, and both will be graded. This means you should check grammar and spelling before submission.

   1) Late Submissions. It is a basic principle of professionalism that **"Professionals are not late."** A "COORDINATED LATE" submission occurs when you will miss the deadline for a graded homework assignment and you contact me <u>in advance</u>. Notification immediately before the submission will not suffice. Deductions to your assignment grade for late submissions will be given as follows:

      i. 0-24 hours late — a deduction of 25% of the earned grade

      ii. 24-48 hours late — a deduction of 50% of the earned grade

      iii. More than 48 hours late — No credit. **<u>Assignments must still be submitted.</u>**

Obviously there are circumstances that can occur that make a timely submission impossible and I will work with you when and if they occur.

2) All homework in this course must be properly documented. Information from the course textbooks (equations and outlines of procedures), class notes, or me is considered immediately available to all students and need not be acknowledged or documented. **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED.** Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers, but for written homework, just place the documentation right at the point you received help using who and what assistance.

3) Assigned Readings: Doing the assigned reading buy the "due date" will help you to understand the material presented during the instruction and will fill in gaps for things we do not cover (***I will not cover everything***). It will also make you more familiar with terms and concepts to be covered. Reading the assignment will enhance your ability to learn!

4) Wiki Assignments: In this class you will be building a safety wiki through Canvas. Be aware that time and date deadlines will be set for all assignments and are posted in the syllabus. It is your responsibility to meet these deadlines. These are interactive assignments and you will need to communicate with other class members to successfully complete the assignments.

7. **Extra credit**: There is none. Students who keep up with their assignments, and prepare for the exams will do well in this class.

8. **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, viewing all posts), commitment to learning and fulfilling obligations (on time assignment submittal and professional discussion board posts-participation).

10. **Academic Misconduct**: Plagiarism of homework and cheating on examinations will be interpreted as academic misconduct and will not be tolerated. Please refer to the University of Texas at Tyler current Undergraduate Catalog for academic policies and Manual of Policies and Procedures for Student Affairs (MOPPS, Chapter 8) regarding academic integrity, cheating and plagiarism. Academic dishonesty will not be tolerated. Ignorance of the rules and policies provides no protection from the consequences.

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.uttyler.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.uttyler.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.uttyler.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 1

CMGT 3348 Construction Safety					**Spring 2021**
Week	**Lesson**	Day	**Topic**	**Reading**	**Assignment**
1	1	Mon	Introduction to CMGT 3348		A1 Intro to safety quiz
	2	Wed	Intro to wiki, Class introductions	Ch. 1-3	A2 Wiki Class Introductions
	3	Fri	Class discussion of safety quiz; Bring quiz to class.		Take Construction Photos w/ Partner
2	4	Mon	MLK No class		
	5	Wed	Importance of Safety; OSH Act, OSHA Standards, Inspections, Citations and Penalties	Ch. 14	A3 Wiki 1903 A4 Wiki 1904
	6	Fri	Case study Texas City Disaster In class discussion		upload selfie to wiki
3	7	Mon	Injury and Illness Prevention Program; PPE's (1926 Sub-part E)		A5 Wiki SP E
	8	Wed	Hazardous Communication		A6 MSDS Disc Board
	9	Fri	OSHA Form 300 Project	Project Instructi on	Group Project 1: Injury Reporting: Form 300
4	10	Mon	Housekeeping & Materials Handling (1926 Sub-part H)		A7 Wiki SP H
	11	Wed	Fall Protection (1926 Sub-part M)	Ch. 15	A8 Wiki SP M
	12	Fri	Group Project 1 Presentations Fall protection Demo in class		Project 1 Presentation
5			Scaffolding (1926 Sub-p L)	Ch. 17	A9 Wiki SP L
	13	Mon	Safety Pays; Accidents Cost	Ch. 24	A10 Safety Pays Asgn
	14	Wed	Concrete (1926 Sub-part Q)		A11 Wiki SP Q
	15	Fri	**Mid Term Examination #1 (online)**		Must be completed by 5 pm
6	16	Mon	Tools (1926 Sub-part I)		A12 Wiki SP I
	17	Wed	Fire Protect & Prevention (Subpart F)		A13 Wiki SP F
	18	Fri	Project 2a Presentation	Teams present experiences with job site photos	
7	19	Mon	SP X stairs & ladders		A14 Wiki SP X
	20	Wed	Excavation (1926 Sub-p P)	Ch. 20	A15 Excavation Quiz
	21	Fri	Excavation problem in class		A16 Excavation
8	22	Mon	Cranes (1926 Sub-part N)	Ch. 18	A17 Crane Wiki
	23	Wed	Electrical (1926 Sub-part K)	Ch. 19	A18 Wiki SP K
	24	Fri	Electrical Demonstration in Class		A19 In class
Spring Break					

9	25	Mon	Steel Erection (1926 Sub-part R)	Ch. 16	A20 Steel Erection Quiz
	26	Wed	Confined spaces (1926 Sub-part S) & Demolition	Ch. 23 & 25	A21 Confined space quiz
	27	Fri	Safety Program Essentials and Incident Causation	Ch. 2 & 3	A22 -Inclass quiz
10	28	Mon	Accident Investigation / Training	Ch. 10 & 11	A23 Chapt 10 Quiz A24 Chapt 11 Quiz
	29	Wed	Multiemployer Work-Site Issues/Managing Subcontractor Liability	Ch. 12 & 13	A25 Chapt 13 Quiz
	30	Fri	Substance Abuse / Incentives	Ch. 7 & 8	Ch. 7 & 8 In Class Discussion
11	31	Mon	Women in Construction	Ch. 33	A26-discussion board
	32	Wed	Spanish Speaking work force	Ch. 34	A27-discussion board
	33	Fri	High cost of Worker Injuries/ Insurance	Ch. 4&5	A28in class problem
12	34	Mon	**Mid Term Examination #2 (online)**		On Canvas
	35	Wed	Contractor selection	Ch. 6	A29 Construction Citations
	36	Fri	Project 2b Presentation		Presentation 2b
13	37	Mon	Weather effects on the worker		A30 Weather effects quiz
	38	Wed	General Provisions (1926 Sub-part A & B) Subpart C emergency response	Ch. 26	A31 Wiki Subpart A,B,C
		Thurs	Attend Senor Day		Must sign in. See Flyer for details
	39	Frid	Case Study pg 58		Inclass discussion
14	40	Mon	Read safety plan	Ch. 2 & 9	A32 Safety Plan Questions
	41	Wed	Safety plan Quiz/ Final Review		A32 Safety Plan Quiz
	42	Fri	No class if Attended Senior Project Presentations		
15		Mon	Study Day		
			Finals Week		
		Thurs day	Final Exam - On Line	Final Must be completed by Thursday at 5 PM	

Homework assignments are posted on Canvas with due dates clearly defined.

Attachment 2
Introduction to Instructor:

Instructor: Althea Arnold, PE, PhD
Office: RBS 1035
Office Hours: email will be responded to within 24 hours, in-person meetings by appointment
Office hours are posted on my door.
Phone: 903-566-7002
Email: aarnold@uttyler.edu

Spring 2021
Time: Hybrid format;
Lecture F 2:30-3:25pm and 3:30-4:25
Meeting Place: RBS 1031

This will be the eighth time I will teach CMGT 3348 in the Hybrid format. Monday and Wednesday Lectures will be online and we will meet Fridays for hands on learning activities. I am looking forward to teaching this course and have prepared some great experiences for you.

I have taught at UT Tyler for nine years and have enjoyed meeting Construction Management students in courses and as a mentor. I have previously been on faulty at the University of North Texas and Texas A&M, where I also taught a Construction Safety Course. I am a Registered Professional Engineer and have over 30 years' experience in the field, working in design and construction management in all three areas: residential, commercial, and heavy civil construction. I have worked in Texas, California, and Maryland. I have also performed research for Texas Transportation Institute in crash testing of highway hardware.

I have a BS and MS in Civil Engineering specializing in structures and a PhD in Construction Management all from Texas A&M. My specialties are in Building Information Modeling (BIM) and Green Building.

I enjoy teaching and like to challenge students to reach their full potential by involving them in the latest construction technologies. I expect students to be engaged in their own learning. I believe that the information, procedures, and techniques I provide students during the courses I instruct will help them in the future to obtain and sustain professional and rewarding employment meeting their lifetime goals.

To help you I am available to answer questions about the courses I am teaching, questions on your schedule and academic progress, student construction organizations, and employment opportunities. Please feel free to make an appointment for an in-person meeting or send me an email.

Dr. Arnold

Attachment 3
CMGT 3348 Course Objectives:

1. Learn the components to prepare a Construction Safety Plan.
2. Learn what is contained in a successful Safety, Health and Environmental (SH&E) program.
3. Identify the roles management and workers play in a successful SH&E program problems.
4. Describe the role OSHA has in Construction Safety.
5. Describe the basic components of a drug program.
6. Describe direct and indirect costs in Construction Safety Management.
7. Describe and evaluate the use of fall protection and scaffolding in preventing accidents.
8. Describe and evaluate the dangers involved with trenching and excavation.
9. Understand the types of personal protective equipment (PPE) and when they should be used.
10. Identify what would trigger an OSHA inspection.