

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4195

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: Tyler - RBN 2022; Houston - Zoom

Instructor: Dr. Althea Arnold Chappell
Office: Ratliff Building South (RBS) 1035
Office Phone: (903) 566-7002
Email: aarnold@uttyler.edu

2. Welcome to CMGT 4195 Construction Management Capstone I

The purpose of this course is to prepare you for Capstone 2. Topics covered include Leadership, Procore, project planning, and selection of project for the year. Emphasis is placed on learning the techniques of Procore and preparation for the capstone presentation held in the spring.

Prerequisite: CMGT 3312, CMGT 3320, Corequisite CMGT 3315.

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. The students are instructed to form a construction company and pretend to bid on an actual job within the Texas area. Students must obtain a full set of working drawings, project manual specifications, and subcontractor bids from a contractor.

Throughout the semester, the students meet with other professionals within the industry to help with their capstone project. From the beginning of the semester, the students are informed to pretend they will be one of the low bid submissions to the client. Later, the students are to present their bid submission in a “Post-Bid Interview” to win the job. Teams are to present before board committee members that are represented by guest contractors from the industry. If there is a residential team, they are required to develop/design a neighborhood and present their proposal to potential investors.

For Capstone 1, students will be expected to

- (1) explain the due diligence process of construction by doing a site analysis,
- (2) form a team by construction sector interest,
- (3) select a project,
- (4) create a Revit model of the project, and
- (5) apply the knowledge learned from the tutorials to your capstone project that will be completed in Capstone 2.

There are four main requirements that must be completed before going into Capstone 2:

1. Choose a team project and obtain bid documents.
2. Provide a Site Analysis of your selected project as a team.
3. Provide 30% Revit drawings (floor plan) of your selected project.
4. Provide a market study analysis.

3. Classroom Procedures:

- a. **Attendance-** I will take attendance in class – please ensure attendance sheet is circulated and turned back into the instructor by the end of class. You are expected to attend all class meetings. If you will miss a scheduled class, you are still responsible for the material. 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. You will be provided a task and your goal is to complete the assigned task. Attending class is a reflection upon yourself, but your team members will need each other to make it through Capstone I and II. Don't leave them disappointed in your efforts.
- b. **Extra Help:** Class preparation is your individual responsibility. After an initial lecture/instruction I will return to my office. Students are responsible for completing the team assignments during the allotted time or returning later to finish by the due dates. I will check on students throughout the class period to see how you are progressing or if you need help. If you need EXTRA HELP – PLEASE DO NOT WAIT TILL THE LAST MINUTE TO GET HELP!!
- c. **Course Materials:**
 - 1. Optional reference book: The 21 Irrefutable Laws of Leadership, John C Maxwell. ISBN 978-0-7852-8837-4
 - 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.
- d. **Turn in Homework:** Homework will be turned in on Canvas. Due dates and times are given in Canvas. All work should be done professionally. I will only accept typed work in Microsoft Word, PowerPoint, 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.

4. Canvas Information

I may also email (in Canvas) you homework tips or points of as needed. 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).

5. Exams and Grading:

- a. Grade Breakout and Cutoffs:

Course Points

Homework Assignments	300 (30%)
Projects (3 @ 200)	600 (40%)
Professional Practice Grade	<u>100 (10%)</u>

Total Points 1000 (100%)

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

- b. **Cell Phones: Please do not TEXT MESSAGE while the instructor or guest speakers are speaking.** If you text message extensively, the instructor may ask you to leave the classroom. Please remember to turn off sound to phones prior to class. I understand that emergencies will happen. If you have an emergency please feel free to take care of the situation but leave the classroom to do so and notify me of any issues. **Excessive use of cell phone while speakers are lecturing could really affect your professional grade in the class!**
- c. Collection of Student Work: Throughout the semester I will collect student work (best, average, and worst) for the ABET course and outcomes notebooks. This will require me to make a copy of your work. I will not draw attention as to what level of work you accomplished.
6. Homework:

HOMEWORK FORMAT: The production of a neat, organized, high-quality homework assignment cannot be overestimated nor can its importance to your course grade be overstated. A homework assignment should be something you are proud of and not something hastily “slapped together”. Toward this end, considerable emphasis will be placed on not only getting the correct answer but also on how the solution is presented.

All homework is mandatory and becomes part of your grade. Failure to submit any required homework **will result in an incomplete.** As a construction manager 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. It is critical that you show all of your work and leave “footprints” so that it can be easily followed.

Turn in all homework on due date at the beginning of class in the class folder. DO NOT TURN IN ASSIGNMENTS THAT ARE NOT TYPED. Please use Microsoft Word or Excel. If you do not turn in typed assignments with a cover sheet, your assignment will be deducted by 10 points automatically. I will give you an opportunity to turn in the cover sheet to receive full credit, but don't make it a habit. There may be a few assignments that are done by hand. If it is done by hand please turn in neat work.

- a. Papers/Tutorial Prints:
- 1) **Use professional looking paper only or full-page printouts from Revit. Do a snapshot of work to show your progress and copy/paste into PowerPoint. Submit your work online to turn in by due dates assigned unless otherwise directed.**
 - 2) 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 in advance. Notification immediately before the submission will not suffice. Deductions to your assignment grade for late submissions will be given as follows:
 1. 0-24 hours late a deduction of 25% of the earned grade
 2. 24-48 hours late a deduction of 50% of the earned grade
 3. More than 48 hours late No credit. **Assignments must still be submitted.**

Obviously, there are circumstances that can occur that make a timely submission impossible and I will work with you when and if they occur. *Late assignments should still be submitted within a week unless you coordinate otherwise with me. **Habitually late homework WILL have a significant negative impact on your professional practice grade!***

- b. Assigned readings: Doing the assigned reading prior to class 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 prior to attending class will enhance your ability to learn!
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.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

11. UNIVERSITY POLICIES AND INFORMATION

- Withdrawing from Class - Students you are allowed to [withdraw \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal \(Links to an external site.\)](#). Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule \(Links to an external site.\)](#). CAUTION #2: All international students must check with the [Office of International Programs \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may

recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#). ([Links to an external site.](#))
- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal](#) ([Links to an external site.](#)) (<https://hood.accessiblelearning.com/UTTyler/> ([Links to an external site.](#))) and complete the New Student Application. For more information, please visit the [SAR webpage](#) ([Links to an external site.](#)) or call 903.566.7079.
- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#) ([Links to an external site.](#)). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) ([Links to an external site.](#)) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA)** as noted in [University Policy 5.2.3](#) ([Links to an external site.](#)). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
 - *It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to*

stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines \(Links to an external site.\)](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources \(Links to an external site.\)](#) for support.

- Absence for Official University Events or Activities: This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501 \(Links to an external site.\)](#)).
- Absence for Religious Holidays: Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- Campus Carry: We respect the right and privacy of students 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>.

Attachment I. Course Schedule

CMGT 4195 Construction Management Capstone I		
	This is a tentative schedule and is subject to change	
Wk		Assigned
1	Class Overview/Syllabus/	HW 1 - Resume Part 1
	Last Year's Senior Presentations /Resume	HW 1 - Resume Part 2
Module I: Revit Drawings		
2	Leadership HW 2	HW 2 - Leadership essay
3	Construction Roles/SPA 1/Leadership HW 2	HW 3 - Leadership essay 2
		SPA 1 Choosing a Project
4	Procore Assignment	HW 4 - Procore Training
5	Procore Assignment	HW 5 - Procore Training 2
		SPA 1 Due today
6	Procore Assignment	HW 6 - Procore Certification
Module II: Project Selection/Site Analysis and Due Diligence / 30% Project Drawings		
7	Project Selection/Site Analysis/Teams Formed	SPA 2 Intro Project Presentation
8	Marketing and Personal Plans	SPA 3 Personal Plan
		SPA 3 Marketing Plan
9	Work Day - Projects	
10	Present Projects; Work Day - Projects	SPA 4 Site Analysis Individual
		SPA 4 Site Analysis Team
11	Resume Review Day- Guest Companies	SPA 5a Model 30% drawings
12	Site Analysis Presentation - Work Day - Projects	SPA 5b Project Poster
13	Set up Procore for your project - Work Day	HW 7 - Procore team project
Thanksgiving Holiday		
14	Final Presentation 30% Drawings - online	SPA 5c Backups
15	No Final Exam	

Attachment 2

About Your Instructor

Althea Arnold Chappell, PE, PhD

Contact Information

Office: RBS 1035

Office Hours: My office hours are posted on my door. You may also schedule to meet in person or by zoom. Email me and include your name and three optional meeting times. I will respond to email within 24 hours, except on weekends.

Phone: 903-566-7002

Email: aarnold@uttyler.edu

I am looking forward to teaching Capstone 1, once again. This year the content is changing. Revit will not be taught in capstone but a separate class (CMGT 3105). Instead we will cover Procore and talk about leadership. As a mentor, it is exciting to see students' progress toward their goal of graduation and full-time professional employment.

I have previously been on faculty at the University of North Texas and Texas A&M. I am a Registered Professional Civil 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), Green Building, and Robotics in Construction.

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, internships and employment opportunities. Please feel free to schedule an appointment or send me an email.

A. Arnold Chappell

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. (changed to Procore)
3. Prepare students for Capstone 2 by helping them select and model a project.