

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 3311

SUBJECT: Introduction to Construction Estimating

1. Welcome to CMGT 3311 (Construction Estimating), the first of a two course series on estimating. During the upcoming semester you will find our study of Estimating to be interesting, challenging, and rewarding. We will meet according to the course schedule (see Attachment 1) which also includes the course topics.

2. **Course Specific Policies**

Class Meets: Online until Oct. 05, 2020 (ZOOM Meeting ID: 9134505960, Password: 126211;
After Oct. 05, 2020: In Campus face to face by maintaining HCC restrictions for limited room capacity due to COVID-19;

Tuesday, Thursday: 2:00 PM -3.20 PM.

Room: HEC-C 203

Office Hours: Mon/Wed/Fri (9:30 – 11:30 PM)/ Online with appointment

Instructor: Sk Amjad Hossain, P.E.

Office: Room HEC 225

Office Phone:

Email: shossain@uttyler.edu

If you will miss a scheduled class, you are still responsible for the material. My office hours will be announced in class and are on my office door, Room- HEC 225. If you want to contact me by email, I try to respond the day I receive it or within the next working day.

3. Class Room Procedures:

- a. When class meeting is face to face: Bring study notes, textbook, note-taking material, and calculator to every class. You may not borrow or exchange calculators during graded events. If your calculator fails during a graded exercise, I am not responsible to furnish a substitute. Class preparation is your individual responsibility.

- b. Textbook: *Plan Reading & Material* (6st Ed.) by Wayne J. DelPico (ISBN 978-0-8269-0484-3)

Textbook: *Fundamentals of Construction Estimating* (6rd Ed.) by David Pratt (ISBN 978-0-8269 0484-3)

*The Textbook is optional for this class.

4. Exams and Grading:
 a. Grade Breakout and Cutoffs:

| <u>Course Points</u> | | <u>Grade Scale</u> | |
|-----------------------------|------------|--------------------|---------------|
| Midterm Exams (02 nos) | 30% | A | 90.00% 1800 |
| Quiz / Assignments | 10% | B | 80.00% 1600 |
| Project | 20% | C | 70.00% 1400 |
| Professional Practice Grade | 10% | D | 65.00% 1300 |
| Final Examination - | <u>30%</u> | F | <65.00% <1300 |
| | (100%) | | |

You may fail this course, if you earn less than 65% on all Exams or if you fail to earn at least 50% on the Final exam, **regardless of your course grade.**

- b. Professional Practice Grade - During this semester, a portion of your grade in this course (10%) will be derived from what I consider professional practice expectations. These expectations include a professional demeanor and work ethic (Attitude), consistent daily assignment reading/materials for class/Quizzes (Preparation), commitment to learning and fulfilling obligations demonstrated by on time arrival to class (Attendance), and being engaged in class activities (Participation).
- c. Hour Exams and Final Exam:
- 1) The dates for Hour Exams are included in the course schedule but it subjects to change. Official reasons for missing an exam include official University participation, family emergency or other unforeseen circumstance. Regardless of the reason you are required to notify the instructor prior to the exam and as early as feasible. 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.
 - 2) All the Exams and the Final are closed book and notes.

Laptops/PDAs/MP3 players/Cell Phones or other electronic devices

The use of any electronic device, except an approved calculator, is not permitted **during exams**. Your exam will be collected and your grade will be a zero if you are caught using a non-approved electronic device/calculators.

The use of phones and MP3 players is not permitted during lectures. Phones ringing during class or texting during class will result in the loss of the device for the duration of the class. If you plan to record the lectures for your personal use please notify me.

6. Homework: Homework problems will be assigned on a daily basis. Students may *discuss* their homework solutions with one another, but each student must submit their own, **independent** solutions (i.e. you may not just copy someone else's homework). **If you receive assistance from a fellow student on a particular problem you must cite that assistance within your solution.**

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. ***I will not play the game of having a stack of incomplete homework assignments turned in on the last day of class. 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!***

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 professional 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 is important, and both will be graded. It is critical that you show all of your work and leave “foot prints” or “bread crumbs” so that it can be easily followed. No guess work should be required to see what you did.

ALL assistance you receive on your homework MUST be documented and attributed to the source from where you received the assistance (see below).

- a. Homework - Problem Sets (PS)
 - 1) Your homework should be completed in a neat, orderly fashion. You may neatly tape or glue short computer printouts onto your paper at the appropriate place in the logical flow of the problem. Only use one side of a page. Clearly present **a brief problem statement or a sketch** with your solution. Clearly and concisely explain each step. For narratives of more than a line or two, use your word processor or the text capability if you are using MathCAD or Excel. If you are writing out a paragraph or more, you must type it in a word processing package.
 - 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 suspense for a graded homework assignment and you contact me in advance. Notification immediately before the submission will not suffice. Point cuts up to the amounts below may be assessed for a “COORDINATED LATE” submission. **All assignments must still be submitted** or you will receive and incomplete in the course.
 - 3) All homework in this course must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. 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.
 - 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. To help motivate you to do the reading there may be unannounced quizzes that cover the assigned sections of the text.
7. There will be several opportunities to earn bonus points for additional work on problem sets, exams, or for completion of other optional assignments. Opportunities for bonus points will be clearly identified by me and announced in class. Make use of these opportunities to extend your learning.

8. **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://www2.uttyler.edu/wellness/rightsresponsibilities.php>
9. **Grade Replacement/Forgiveness.** 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. 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 is the deadline for many forms and enrollment actions that students need to be aware of. 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

10. **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.

11. **Disability Services.** In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.
12. **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.

13. 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.
14. 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.
15. 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
16. 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).

17. Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by Procedures for Fall 2020 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

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.

Attachment 1

Initial Course Schedule (*Subject to change as needed throughout the semester*)

(SEE ATTACHED)

**CMGT 3311 Plan Reading and Take Off
Course Objectives:**

1. Read, understand and interpret standard nomenclature in a set of plans.
2. Read, understand and interpret standard specifications.
3. Calculate excavation and embankment quantities from survey data on construction drawings.
4. Calculate concrete and steel quantities for foundation/concrete wall construction from construction drawings.
5. Calculate timber quantities for form work from construction drawings.
6. Calculate quantities for structural supports (metal, wood, precast concrete) from construction drawings
7. Calculate utility quantities from construction drawings.
8. Account for items not specifically called out in construction drawings (curing compounds, nail, screws, etc...).
9. Develop a quantity sheet for calculating unit bid pricing or a lump sum bid.

UNIVERSITY POLICIES

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.

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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>

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 <http://www.uttyler.edu/tobacco-free>

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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 SafeAssign™, available on Blackboard.

UT Tyler Resources for Students:

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu, <http://www.uttyler.edu/writingcenter/>
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu, <https://www.uttyler.edu/tutoring/>
- 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) <https://www.uttyler.edu/counseling/>