

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 2302

SUBJECT: CMGT 2302 INTRO TO CONSTRUCTION MANAGEMENT

Course Specific Policies

Lecture Time: We will meet every Tuesday and Thur from 2 to 3:20 in ROOM: RBS 2019

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1. Welcome to CMGT 2302 – Intro to Construction Management. In this course we will study the characteristics of the construction industry to include the types of construction companies; contracts; people involved in a project, their responsibilities and interrelationships; evolution of a project; interpreting working drawings; construction bonds; contract documents.
2. We will explore construction management is a profession. We will look at the public policy environment we work in and we will explore professional ethical conduct, professional organizations, and the law surrounding construction industry and profession. Specific course objectives are:
 1. Explain the characteristics and challenges of the construction industry within the U.S. and role of construction manager/responsibilities.
 2. Explain concepts relating to construction administration and project delivery systems, contracting requirements, project control and tracking, dispute resolution, safety, quality assurance and control, and bid process to contract award.
 3. Explain principles of project scheduling/stages and explain network diagramming process leading to critical path method and calculations.
 4. Explain basic building construction estimates for time, labor, and materials.

Class Room Procedures:

A. Bring study notes, textbook, note-taking material to every class. Class preparation is your individual responsibility.

B. **MANDATORY Textbooks:**

Construction Project Management 2nd Edition by Dykstra published by Kirshner ISBN 978-0-9827034-3-4
Work Breakdown Structures by Norman published by Wiley ISBN 978-0-470-17712-9

Note: IAW the course schedule (see Encl 1) each lesson is an hour and a half long on Tuesday and Thur – and each lesson contains lot of material that builds on the material from the previous class –staying up on reading and homework is critical –we make big jumps each class in knowledge and practice!

- a. I will teach based on the schedule in Enclosure 1. If you will miss a scheduled class, you are still responsible for turning in the homework assigned for that day (send to me by email) and the material covered in class.

- b. NOTE: **you will not get the participation points for an unexcused absence and any grade for that day (Quiz) for the lesson if one is given will be a 0.**
- c. I am in my office every day -- always feel free to come by to see me in my office – BEST PRACTICE is to **email me ahead of time** to set up an appointment for when you would like to meet. My office hours are posted on my office door, RBS 1037.

Note: Just like a real job –showing up to class on time is a real-world obligation – **all lectures are as mandatory classes.** Just like the real jobs that many of you have -- **We expect you to be on time and ready when class starts.** If you **come into class after we start the lecture** I will ask you to not enter the class and not disrupt the quiz, project, or lecture. You will get a ZERO for that class and exercise if you do not have a valid excuse for your tardiness. I will go over the class with you in my office at a later date so you don't fall behind. Normally an excuse could be given for being late or missing that class if you have

- 1.** Notified me 15 min at least 15 min ahead.
- 2.** You have a valid verified urgent emergency situation recognized by the University to miss a final exam like death, significant hospital emergency or some validated significant act of nature or God like a car accident. In this case I will set up another time for you and I to review the class material missed.

6. Exams and Grading:

Exams:

- a. The dates for Exams are included in the course schedule. 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. **IF you are not present at the start of the exam you will receive a 0 –there are no late starters for an exam –the classroom is closed once an exam starts!**
- b. There are **NO hallway/bathroom/stress breaks** allowed during exams.
- c. There are **NO allowed electronic devices for any exam or quiz in CMGT 2302!** If you are caught cheating, walk out of the classroom without handing in your exam or using non authorized device or note material during the exam **your exam will be collected and your grade will be a zero.**

<u>Course Points</u>	<u>Minimum</u>
2 Exams and POP Quizzes (TBD)	(80%)
Professionalism Team Project	(20%)
Instructor Professionalism Grade (here & active)	(10%) <i>FULL LETTER GRADE</i>
Card Board Canoe Project	(10%)
Total	(100%)

If you get less than 70% (C) as your final combined grade **you will fail the course.** Note that final grades are only A, B, C, D, F. **I will return all graded exercise to you – keep track of them – with them you know what your cumulative grade looks like.**

You will always know where you stand for your grade. **I will return all graded exercise to you quickly – keep track of them – I will also post grades in Canvas so can see what your cumulative grade looks like. If you do not agree with a posted grade see me ASAP –right after they are posted. DO NOT bring a disputed grade to me if that grade has been posted for more than 14 days. DO NOT wait till the last week of the course to talk about how to improve or salvage a poor grade. This is a cumulative process – not a single event.**

Note: There is no way to ADD to your grade once an exercise is graded –the cumulative grade is the FINAL grade – there are NO adjustments made at end of course

7. Graded Events: All Graded Events are mandatory and becomes part of your grade -- *failure to submit any required work will result in a 0 for that exercise*. *We have 2 formal exams in 2302 that are mandatory on the date published in the syllabus. We also have 4 to 5 UNANNOUNCED quizzes given in class on a date I determine that are mandatory graded exercises also. Missing one of these is like missing an exam!* **Be at every class!** All work must be presented in a clear, logical, LEGIBLE and professional presentation of your work, which is both accurate and correct – ALWAYS show your work. If I cannot read the work OR follow the work it will be graded as a 0!

8. Late Submissions. Just like a real job –showing up to class is a real world obligation – there are no free classes. Anything not turned in by start of class is late. It is possible in extenuating circumstances to have A “COORDINATED LATE” submission that can occur when you contact me in advance. (That means 24 hours in advance except for real emergencies). Normally **ALL it will be graded as a 0!**

9. Students Rights and Responsibilities - please follow this link:

<http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html>

10. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

11. 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 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

12. Disability Services. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079. **You MUST contact me for accommodation needs.** I will not contact you first.

13. Student Absence due to Religious Observance. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor in advance for an excused absence and late submission of work.

14. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you and the event sponsor request must notify me at least two weeks prior to the date of the planned absence.

15. 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.

16. 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.

Joe Boylan

CMGT 2302 COURSE SCHEDULE – Fall 2023

Lesson #	Date	Topic	Assignment	Reading Quizzes/HW/Projects
1	8-22	Class Syllabus/Course Obj./Intro.	Read Public Policy paper in this module!	CANVAS Module Public Policy and Chapter 1 and 2
2	8-24	The CM process and Who are the CM players?		Chapter 3
3	8-29	What is a Profession?	Canvas Paper to Read	Colby and Sullivan Paper
4	8-31	What is a professional? What are professional organizations?	NO CLASS	Fledderman Paper
5	9-5	Is CM a profession AND What professional organizations are there for CM? PREP TIME	NO CLASS	
6	9-7	Team Professionalism Organizations Presentations	See project Paper for rubric – Briefings in class	
7	9-12	The CM Process: Bid Book		Chapter 4 of text
8	9-14	The CM Process: Team Strategy		Chp 6
9	9-19	The CM Process: Design		Chp 7
10	9-21	The CM Process : Bid and Win		Chp 8
11	9-26	WBS		WBS Text Chp 1 &2
12	9-28	WBS		WBS Chp 3 &4
13	10-3	WBS Schedule and Budget		5-6
14	10-5	Study Day	Canvas Slides	
15	10-10	EXAM #1		Chp 13 & 14
16	10-12	Canoe Day		Chp 13-15
17	10-17	CM Process Contracts & The Agreement		Chp 13-16
18	10-19	Special G&Cs and Specs		Chp 17
Saturday	10-21	Cardboard CANOE		
19	10-24	Kr and Awarding Methods		CHp 13,14
20	10-26	G&C, Special and Specs/Mobilization		Chp 18
21	10-31	Proj Coordination		Chp 19
22	11-2	Project Monitoring and EVM Reporting		Chp 20
23	11-7	Change Orders		Chp 24
24	11-9	Getting paid		Chp 25
25	11-14	Claims/Disputes/Liens		Chp 26
26	11-16	Project Turn Over		Chp 27
27	11-28	Exam #2		

28	11-30	Survey and Wrap up		
No Final Exam				

