

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4375_032

SUBJECT: CMGT 4375 Administrative Instructions – Fall 2023

Course Specific Policies

1. CMGT 4375 Construction Administration and Economics
Class Time: Tuesdays and Thursdays 2:00 PM – 3:20 PM
Class Room: A216
2. Instructor: Dr. Kenan Hazirbaba
Office: HEC (Houston) A219
Email: khazirbaba@uttyler.edu
3. Welcome to CMGT 4375 - Construction Administration and Economics. This course will give you an understanding of financial management and economics from a construction perspective. Topics covered include project planning, cost controls, and construction related financial documents including schedule of values, labor and operations cost reports, income statements, balance sheets and construction budgets. Emphasis is placed on the development of techniques required to ethically and effectively monitor the financial aspects of a construction project. Prerequisite: FINA 3311. A tentative course schedule and introduction is provided in Attachment 1. Specific course objectives are provided in Attachment 2.
4. The office hours this semester will be on Tuesdays and Thursdays between 12:00 PM to 1:45 PM. You can also send me emails and Canvas messages outside of my office hours. I will make every effort to respond quickly. I check my emails several times a day during the week and less frequently on the weekend. When you send me an email or Canvas message, I will generally respond within 24 hours during the week and 48 hours on the weekend (excluding holidays).
5. Course Materials:
 - a. I will post all course materials on Canvas. Canvas enrollment is now automatic with course registration, but you should ensure that you can access the class Canvas page. **No textbook is required**, but supplemental textbooks include:
 - 1) Construction Management Fundamentals, Second Edition by Knutson, Schexnayder, Fiori, and Mayo, 2009, ISBN 978-0-07-340104-1.
 - 2) Managing Performance in Construction, Leonhard E. Bernold, Simaan M AbouRizk, 2010, ISBN-978-0-470-17164-6.
 - 3) Engineering Economics (Schaum's Outlines), First Edition by Sepulveda, Souder, and Gottfried, 1984, ISBN 0-07-023834-0.
 - 4) Basics of Engineering Economy, First Edition by Leland Blank and Anthony Tarquin, 2008, ISBN 978-0-07-340129-4.
 - b. 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.

6. Exams and Grading:

a. Grade Breakout and Cutoffs:

<u>Course Points</u>		<u>Grade Scale</u>	
Mid-term Exams (2 at 250 each)	500 (25%)	A	90.00% 1,800
Assignments / Quizzes	600 (30%)	B	80.00% 1,600
Class work	100 (5%)	C	70.00% 1,400
Professional Practice Grade	300 (15%)	D	60.00% 1,200
Final Examination	<u>500 (25%)</u>	F	<60.00% <1,200
	2,000 (100%)		

If you earn a cumulative average of less than 60% on all exams, or if you fail to earn at least 50% on the final exam you may fail the course, **regardless of your course grade**. The distribution shown above is to graphically remind you of how well you are doing.

b. Mid-term Exams and Final Exam:

- 1) The dates for all exams are tentatively included in the course schedule. 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.
- 2) Solutions to exams will not be posted on Canvas.

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, keep your original and return a copy of the graded work to you. I will not draw attention as to what level of work you accomplished.

d. 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. **If your work is below the minimum established metric, you will be required to repeat the assignment or that portion of the assignment until you achieve the minimum acceptable standard based on the metric.**

7. Homework: Homework problems will typically 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.** The homework due date will be clearly given with the homework assignment. Homework is due by 11:59 pm on the due date.

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 an engineer 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.

Use Engineer paper only or full-page printouts from Mathcad, Excel, Visual Analysis, etc. You may neatly tape or glue short computer printouts onto Engineer 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 and 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.

Late submissions will not receive any credit, however you are still required to submit your homework even if late.

All homework in this course must be properly documented. 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.

8. There may be 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 Canvas. Make use of these opportunities to extend your learning!
9. Professional Practice. During this semester, a portion of your grade in this course (15%) 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, homework completed on time, etc.), commitment to learning and fulfilling obligations and being engaged in course activities.
10. 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.
11. 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>
12. 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>
13. 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.

14. 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. 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 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

15. 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.

16. Student Accessibility and Resources

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 Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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 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.

17. 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.

18. 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.

19. 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.

20. 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 Canvas.

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)

Attachments x2

Kenan Hazirbaba PhD, PE

CMGT 4375 Course Schedule

(As of August 14, 2023 (Subject to revision as needed))

Lesson#	Date	Topic	HW Due	
1	Aug 21	Introduction-Future of Construction	-	<p>Homework assignments will be given throughout the semester, with due dates clearly defined (typically next class period).</p> <p>Homework solutions will be posted on the class Canvas page. Be sure to clarify and fix anything you may have been unsure of.</p>
2	Aug 23	Construction Projects History	-	
3	Aug 28	Project Delivery System	#1	
4	Aug 31			
	Sept 1	Census Day		
5	Sept 5	Cost Codes for Managing Projects-CSI Format		
6	Sept 7	Prevailing Wage/Indirect Cost	#2	
7	Sept 12	Top-Down Framework for Managing Projects/Production Rate Problem		
8	Sept 14	Cash Disbursement Forecasts		
9	Sept 19	Cash Disbursement Forecasts	#3	
10	Sept 21	Earned Value Management System		
11	Sept 26	Project Financial Management	#4	
12	Sept 28	Annual Compounding Interest		
13	Oct 3	Discrete and Continuous Compounding	#5	
14	Oct 5	Equivalence, Present & Future Worth		
15	Oct 10	Mid Term Examination #1		
16	Oct 12	Depreciation	#6	
17	Oct 17	Economics Assessment		
18	Oct 19	Discussion of Financial Statements/Project Cost Accounting	#7	
19	Oct 24	Equipment		
20	Oct 26	Quality and Productivity	#8	
	Oct 30	Last day to withdraw		
21	Oct 31	Mid Term Examination #2		
22	Nov 2	Margin and Markup		
23	Nov 7	Performance Management and Time Study	#9	
24	Nov 9			
25	Nov 14	Communication		
26	Nov 16	Role of Technology in Construction	#10	
	Nov 20 – 24	Thanksgiving Week – No Class		
27	Nov 28	Construction Safety	#11	
28	Nov 30	Course summary		

CMGT 4375 Course Objectives:

1. Explain what financial management is and why the financial management of a construction company is different from financial management of most other companies.
2. Develop construction related financial documents for labor and operations cost reports, income statements, balance sheets and construction budgets.
3. Analyze a company's financial statements, including comparing the company's ratios to industrial averages.
4. Use Project Planning to manage the costs and profits of a construction company.
5. Learn how to use the schedule of values to manage a company's cash flows and how to evaluate different sources of funding its cash needs.
6. Use performance management as a cost control measure.
7. Develop techniques required to ethically and effectively monitor the financial aspects of a construction project.