

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 2302

SUBJECT: CMGT 2302 INTRO TO CONSTRUCTION MANAGEMENT

Course Specific Policies

Lecture Time: We will meet every Mon & Wen from 2:30 to 3:55 in ROOM: RBS 1031

Instructor: Joe Boylan
Office: Ratliff Building South 1037
Office Phone: (903) 565-5884
jboylan@uttyler.edu

1. Welcome to CMGT 2302 – Intro to Construction Management. In this course we will study the characteristics of the construction industry; types of construction companies; contracts; people involved in a project, their responsibilities and interrelationships; ethical conduct, evolution of a project; interpreting working drawings; construction bonds; contract documents.
2. We will explore why being a construction management is a profession. We will look at the characteristics of the construction industry, types of construction companies, people involved in a project, their responsibilities and interrelationships; ethical conduct, evolution of a project; interpreting working drawings; construction bonds; contract documents; brief overview of estimating, scheduling, quality control and safety. 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, and calculator to every class. Class preparation is your individual responsibility.
- B. MANDATORY Textbook: Construction Management Jumpstart, 3rdnd Edition, by Barbara Jackson, from Wiley Publications, ISBN 978-0-470-60999-6

Note: IAW the course schedule (see Encl 1) each lesson is an *hour and a half long* – 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. 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.

- b. 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 expected to be attended 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 may 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. Normally an excuse would be given for being late or missing that class if you have a valid verified urgent emergency or some validated significant act of nature or God like a car accident.

It is also 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). 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 class room 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 note material during the exam your exam will be collected and your grade will be a zero.

<u>Course Points</u>	<u>Minimum</u>
Exams (3 each)	(70%)
Professionalism Team Project	(20%)
Instructor Grade	(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*. All work must be presented on the exam in a clear, logical, 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 – Spring 2023

Lesson #	Date	Topic	Reading/Assignment	Reading Quizzes/HW/Projects
1	1-9	Class Syllabus/Course Obj./Intro. What is Construction? What is the CM process?	Jumpstart Chapter 1	CANVAS Module 1
2	1-11	What is Public Policy?		
3	1-18	What is a Profession?	Canvas Paper to Read	See Canvas
4	1-23	What is a professional? What are professional organizations?	Canvas Paper to Read	See Canvas
5	1-25	Team Presentations PREP TIME	NO CLASS	
6	1-30	Team Professionalism Presentations	See project Paper for rubric	
7	2-1	Professional Ethics/ The LAW	Canvas	
8	2-6	Professional Ethics/ The LAW	Canvas	
9	2-8	PP and Professional Ethics	State Ethics EXAM	MUST Pass with a C or greater
10	2-13	The CM Project Management Process Road Map	Canvas Canvas	
11	2-15	The CM Project Management Process	Canvas	
12	2-20	The CM Project Management Process	Canvas	
13	2-22	The CM Project Management Process	Canvas	
14	2-27	The CM Project Management Process	Canvas	
15	3-1	Exam 1		Exam
16	3-6	Leadership vs Management?		Canvas Northhouse
17	3-8	Followship		
18	3-20	Highly Effective Teams /Scoring		
19	3-22	Design/Construction Engineering/CM		
20	3-27	CM Law		
21	3-29	Exam 2	Chapters 3-5	Exam
22	4-3	WBS and CPM concepts	Chapter 6	
23	4-5	CPM	Canvas	
24	4-10	EVM Reporting	Chapter7	
25	4-12	EVM Exercise	Chapter 8	
26 & 27	4-17	Rose Garden Exercise		
28	4-19	Exam #3	Chapters 6-8	EXAM

No Final Exam

