

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4331

SUBJECT: CMGT 4331 CONSTRUCTION SCHEDULING

**Course Specific Policies**

1. CMGT 4331 CONSTRUCTION SCHEDULING

Class Meets: Thursday 9:30 A.M. – 10:50 A.M. Room: RBN 3038

Online Class: Tuesday

**Covid Restrictions modification:**

Due to the restrictions, 50% the class will physically attend class on “A” day and the other on “B” day. The dates and times will be provided on the module. It is mandatory that you attend on your assigned day. If you are not physically there, you are required to attend via Zoom link.

Lectures may be temporarily recorded but will be deleted after 2 weeks. They will be stored in an module. There will be a link to One Drive for retrieval. It is your professional duty, to keep up with the lecture material.

Note: The plan it not to repeat the same lecture material, each week, on “A” day and “B” day.

Lab: RM 2024

**Covid Restrictions modification:**

Due to our restrictions, I will provide a link to purchase the software material so that you can work from home. MS Project will cost 39.99 and you can upload it to your existing lap top. In doing so in this method, you will own the software, and you will not have to be prone to being exposed in the LAB room. You will need windows 10 to run this software. I will provide a link to this also for about the same price. It will be provided on the module.

All LAB’s will be on Zoom.

Attendance in class or via Zoom is required during LAB’s.

Instructor: Gilbert Abel

Office: Ratliff Building South (RBS) 1036

Office Phone: (903) 565-5890

Email: [gabel@uttyler.edu](mailto:gabel@uttyler.edu)

Office Hours: By appointment: Do to Covid Restrictions.

2. Welcome to CMGT 4331 Construction Scheduling:

The purpose of this course is to provide the students with the necessary skills to adequately schedule and control residential, commercial, industrial, manufacturing, engineering, or business projects. Each student will generate bar charts, critical path networks, including early start, late start, early finish, late finish, durations, float, and identification of the critical activities that affect the timely completion of the project. The students will also correlate manpower leading and costs to the schedule and learn how to control and accurately report progress of the project. The students will be introduced to the use of computers in the scheduling of construction projects.

**A. HYBRID COURSE INFORMATION:**

CMGT 4331 is a hybrid course, meaning part of the class will be face-to-face and the other portion of the class will be online. The class is not 100% online, but the majority of class content will be posted online such as Video Lecture PowerPoints, Class Assignments, Scheduling Software Tutorials, and additional resources.

In class, students will receive a chance to ask questions about weekly assignments and the instructor will review over weekly topics as assigned weekly. There will be class activities conducted in class and some may be posted online. Most class activities will be done in class, so it is mandatory to attend class to receive full- participation points. All activities are graded and are a part of the professional grade in the class.

### **What does it take to be successful in a hybrid course and scheduling class?**

When you enter the hybrid course online (Canvas), start the class by reviewing “Getting Started”. Here you will see an introduction video about the class, class syllabus/schedule and a class roadmap that will explain our journey in the class. Then take the time to review over the instructor’s bio to learn a little about her background!!

Each student is required to keep up with the modules weekly. There are 8 modules online. Each module will require you to take a quiz over the lecture. **So that there is no confusion, quizzes are due every Tuesday by 11:30 PM.**

### **Bad Weather:**

If there is bad weather, you will still be expected to keep up with the online portion of the class. Please check announcements daily. I will do everything I can to help make this class be fun and a great experience for you, but I need for you to do your job as a student.

### **B. CLASS LAB- Scheduling Software (Microsoft Project 2013 and Primavera P6)**

The second part of the class will be taught in the computer lab. In the computer lab, students will be expected to follow Microsoft Project and Primavera tutorials. The tutorials will help with class semester project. There will be tutorials students can utilize online for additional practice. The class instructor will provide in class tutorials that will be turned in for a grade. It is important to keep up with the tutorials because each tutorial goes in order. The tutorials must be done in order. Students are required to turn in each assigned tutorial before moving forward to the next tutorial. To be successful in the class, it is important to keep up and attend lab.

3. If you will miss a scheduled class, you are still responsible for the material.
4. You are encouraged to seek additional instruction during my office hours or by appointment. If I am unable to have office hours, this information will be announced in class.

**Office Hours:** If you need to arrange a time to see the instructor please notify the by email at [gabel@uttyler.edu](mailto:gabel@uttyler.edu).

**Please knock on door before trying to enter.** If there is a change in office hours, the instructor will notify the class.

5. Class Room Procedures:

- a. I will take attendance in class – please ensure information is circulated and turned back in to the instructor by the end of class.
- b. 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. Please refer to Calculator Policy below.
- c. Required Textbooks:
  - 1) Mubarak, Saleh. *Construction Project Scheduling and Control*. Third Edition by Mubarak, Saleh, 2010, ISBN: 978-1-118-84600-1.
  - 2) Construction Scheduling. Second Edition by Newitt, Jay. 2009, ISBN – 13: 978-0-13-513782-6.
- d. Turn in Homework: Homework will be in at the beginning of class on due dates. We have many assignments that you may have to do by hand and it just works out better to turn in assignments for this class in person instead of online. I will specify if there are assignments you can turn in online. You are required to use a straight edge for all submitted work done by hand, and colors can help with emphasis and clarity in your notes. Your homework must be neat and accurate in order to receive maximum credit on any assignment. Show all work in the path to the answer. You will notice a red star in the upper right corner of your homework assignment once graded. This star is to help the instructor know if the assignment was turned in by the due date. If there is no star, this notifies the instructor to deduct points from your assignment. See late work point deduction below.
- e. Online Quizzes: There will be online quizzes throughout the semester. These quizzes are not meant to be tricky, but rather to encourage each of you to read the required assignments, review video lectures, and reward those who do. Quizzes are graded over class lectures online, but students are encouraged to make sure reading assignments are completed to do class homework.

6. Blackboard Information

- a. Course material will be posted on blackboard. Blackboard enrollment is now automatic with course registration, but you should ensure that you can access the class Blackboard page.
- 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 Blackboard system, and therefore using your Patriot email accounts; so check your Patriot email account often.

7. Exams and Grading:

- a. Grade Breakout and Cutoffs:

**Course Points**

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Section Exams (2 at 250 each)	500 (25%)
Homework Assignments (9 x 50 each)	450 (22.5%)
Tutorials: Microsoft Project & Primavera	180 (9%)
Online Quizzes (9 x 30 pts)	270 (13.5%)
Semester Project	400 (20%)
Professional Practice Grade/Class Activities	200 (10%)
Final Examination (No Final)	<u>0 (0%)</u>
	2000 (100%)

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Standard DEPARTMENT cutoffs for your personal growth are shown above. UNIVERSITY GRADE BREAKS WILL BE USED IN FINAL GRADE POSTING.

If you earn a cumulative average of less than 65% 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**. Of course, final grades are only A, B, C, D, F. Therefore, a C- is a C for a final grade.

b. Section Exams and Final Exam:

- 1) The dates for all exams are 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. If you do not make arrangements prior to missing the Exam, the availability of a make-up is at the discretion of the instructor.
- 2) The section exams and final exam is closed book unless otherwise specified by instructor. (See Calculator Policy Below)
- 3) Use the restroom prior to coming to class to take an exam! Suspicious restroom breaks in the middle of an exam are not acceptable.
- 4) **Solutions to exams will not be posted on Canvas**, but you may stop by office and see exam solutions.

c. 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. Any instances of a calculator inappropriately used during an exam will be the basis of alleging Academic Misconduct and may result in Failing (F) of the course at the determination of the course's instructor or the basis for a recommendation for expulsion from the University. Any Calculator used during an exam in this course must meet the requirements stated within the policy below.

d. **Calculator Policy**

**Only NCEES approved calculators will be permitted during tests and your test will be collected and your grade will be a zero if you are using a non-approved calculator.**

The approved calculators include the following: (Please check the NCEES website for a complete listing, [www.ncees.org/exams/calculator-policy/](http://www.ncees.org/exams/calculator-policy/). Examples include but are not limited to:

- Hewlett Packard – HP 33s, HP 35s, and no others
- Casio – All FX 115 models
- Texas Instruments – All TI 30X or TI-36X models.
- If you are unsure about your calculator, it is your responsibility to check with the instructor for approval.

At the discretion of the course instructor, any calculator not meeting the requirements stated (especially in the case of a graphing calculator) may be used but only after an inspection of the device and a clearing of all the memory within the device, performed for the instructor at a time immediately prior to the exam. At any time during the exam your calculator is subject to a random search by the instructor. Failure or refusal to clear all memory or to surrender your calculator to search will disqualify you from the exam immediately, unless you can produce a calculator meeting the requirements as stated above.

e. 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.

f. 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, the instructor may ask for you to repeat the assignment for a better grade. If you do not make an effort to improve your grade, this will reflect upon your professional grade in the class.**

8. 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. There may be a few assignments that are done by hand. If it is done by hand please turn in neat work. If you do not turn in typed assignments with a cover sheet, your assignment will be deducted by 5 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.**

All main homework assignments will be turned in with a cover sheet. You do not have to turn in a cover sheet for scheduling tutorial assignments for Microsoft Project or Primavera P6.

**Cover Sheet Template:** To help with turning in cover sheets, I have provided a template attached to this syllabus you can use for all assignments. Just make 8 copies for your homework you will turn in by the due date. (See Attachment 5)

a. Papers/Problem Sets:

- 1) **Use Engineer paper only for homework assignments, unless the assignment is specified to do in Excel, Word, or Scheduling Software!** 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.
- 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. ***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!***

- 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 examinations, quizzes, and 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.

#### 11. 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.

##### **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>

##### **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>.

##### **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, quit lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **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. (For Fall, the Census Date is September 12, 2016). 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 (Sept. 12<sup>th</sup>) 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.

### **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 that is dropped after the census date (September 12, 2016).

Exceptions to the 6 drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center. If you have any questions.

### **Student Accessibility and Resources**

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 (SAR) 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](mailto:cstaples@uttyler.edu).

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor such absences by the second class meeting of the semester.

### **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.

### **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.

### **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 instructor 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 Safe Assign available on Blackboard. UT Tyler Resources for Students
- [UT Tyler Writing Center](http://www.uttyler.edu/writingcenter) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
  - [UT Tyler Tutoring Center](http://www.uttyler.edu/tutoring) (903.565.5964), [tutoring@uttyler.edu](mailto: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](http://www.uttyler.edu/counseling) (903.566.7254)

### **Online Information:**

#### **14. Technical Information**

If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing [itsupport@patriots.uttyler.edu](mailto:itsupport@patriots.uttyler.edu) or call 903.565.5555.

When you email IT Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number

- What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for useful information or check out **On Demand Learning Center for Students** <http://ondemand.blackboard.com/students.htm>

### Plug-ins and Helper Applications

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

**NOTE: Mozilla Firefox** is the recommended browser for Blackboard. (URL: <http://www.mozilla.org/en-US/firefox/new/>)

- **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files. (URL: <http://get.adobe.com/reader/>)
- **Java Runtime Environment (JRE)** allows you to use interactive tools on the web. (URL: <http://www.java.com/en/download/>)
- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations. (URL: <http://get.adobe.com/flashplayer/>)
- **QuickTime** allows users to play back audio and video files. (URL: <http://www.apple.com/quicktime/download/>)
- **Windows Media Player** allows you to view, listen and download streaming video and audio. (URL: <http://windows.microsoft.com/en-US/windows/products/windows-media-player>)
- **RealPlayer** allows you to view and listen to streaming video and audio. (URL: <http://www.real.com/>)

### 15. Netiquette Guide

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace.

### 16. Help/Support IT

#### Where to Get Technology Help

**Phone:** (903) 565-5555 or extension 555 on campus

**Email:** [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu)

### 17. Communication with Instructor

The best way to get in touch with the instructor is through email. Please allow 24 hours response to your email during the week. If you have a question during the weekend, it may take up to 48 hours, but the instructor will do everything to answer questions immediately. This becomes extremely important while you are taking an exam. Please contact me immediately if you are logged out of your exam or experience any issues. You will be responsible for making sure I understand any technical difficulties you are having or you may receive a failing grade on the exam. **Do not wait till after the exam due date to notify me of any issues.**

### **18. Job Site Tour/Liability Forms**

The class may do jobsite visits throughout the semester if time permits. Due to weather conditions, scheduled tour dates may need to be moved to another time during the week or preceding weeks. All jobsite visits would be added to class participation points. Please get with the instructor in case of an emergency.

All students will fill out a Liability Waiver Form. This information will be provided at the beginning of the semester by the instructor. Return this information the 2<sup>nd</sup> class meeting.

### **19: Covid-19 Requirements:**

Been exposed to COVID?

If you, or someone you know, has been exposed to or tests positive for COVID-19 and had recent contact with the campus community, please make a report via the COVID-19 hotline, 903.565.5999. This will allow campus officials to act quickly to prevent a possible spread on campus.

If there has been no recent contact with the campus community, please report using the COVID-19 reporting form. (go to [www.uttyler.edu](http://www.uttyler.edu)) in search type : “Covid Requirements”

July 6, 2020

In an attempt to comply with Governor Abbott's most recent executive order, I am requiring all students, faculty, staff and visitors to wear face coverings in University buildings, classrooms/labs, meeting spaces, athletic and recreational events and other areas where multiple people are gathered. Face coverings are not required when alone in an office or in assigned residence hall rooms.

Accommodations will be available for individuals with religious, medical or other concerns. These accommodations will be processed through the Office of Human Resources for employees and the Office of Student Accessibility and Resources for students.

Student athletes who are planning to practice for their sport should check with the Athletics Department for specific details on best practices for good hygiene (e.g. frequently washing hands).

UT Tyler-branded cloth face masks can be obtained at the following locations at the specified days and times:

8 a.m. - 5 p.m. Monday through Friday  
University Police Station Parking Services Desk  
Robert R. Muntz Library Help Desk

1 - 4 p.m. Monday and Wednesday  
Herrington Patriot Center

1 - 4 p.m. Tuesday and Thursday  
One Stop Service Center: Station 8

**Attachment I. Course Schedule  
Fall 2020**

Date	DA Y	Location	Class Modules/ Topic	Chapter	Assigned Date	Due Date
<b>August</b>						
25	A	Online/ In-class	Week 1 - Module 1 – Into to Scheduling / Vision Board	Mubarak Ch 1	HW 1 -	Vision Board/ <b>Quiz1</b>
27	B	Online/ In-class				
<b>September</b>						
1	A	Online / In-class	Week 2 - Module 2 – Time Management	Mubarak Ch 2	HW 2	<b>Quiz 2</b>
3	B	Online/ In-class			Career Success Day	
8	A	Online/ In-class	Week 3 -Module 3 – Gantt Charts	Mubarak Ch 2	HW 3	<b>Quiz 3</b>
10	B	Online/ In-class				
15	A	Online/ In-class	Week 4 – Module 4 - Activity on Arrow, Network Logic	Mubarak Ch 3	HW 4	<b>Quiz 4</b>
17	B	Online/ In-class				
22	A	Online/ In-class	Week 5 - Module 5 – Critical Path Method	Mubarak Ch 4	HW 5	<b>Quiz 5</b>
24	B	Online/ In-class				
29	A	Online/ In-class	<b>EXAM DAY</b>		<b>EXAM 1</b>	
<b>October</b>						
1	B	Online/ In-class	Scheduling Software Tutorials (Oct 1 – Oct 29) Lab – Microsoft Project – Tutorial 1	Newitt Ch 22	Tutorial 1-2	HW 5
6	A	Online/ In-class				
8	B	Online/ In-class	Lab – Microsoft Project – Tutorial 2	Newitt Ch 22	Tutorial 3	
13	A	Online/ In-class				
15	B	Online/ In-class	Lab – Microsoft Project – Tutorial 3	Newitt Ch 22	Tutorial 3	
20	A	Online/ In-class				
22	B	Online/ In-class	Commercial Building Project Part 1	Hand out		
27	A	Online/ In-class				
29	B	Online/ In-class	Commercial Building Project Part 2, Part 3	Hand out		Part 1, 2, 3
<b>November</b>						
3	A	Online/ In-class	Week 11 – Module 6 – Resource allocation, leveling and budget		HW 6 <b>Final Project Phase 1 – Nov1</b>	<b>Quiz 6</b>
5	B	Online/ In-class			<b>Final Project Phase II – Nov 8</b>	

12	A	Online/ In-class	Week 12 – Module 7 - Communication	Mubarak Ch.6	HW7	<b>Quiz 7</b>
14	B	Online/ In-class			<b>Final Project Phase III – Nov15</b>	
19	A	Online/ In-class	Week 13 – Module 8 – Using Lag in Networks logic Diagrams		HW 8	<b>Quiz 8</b>
24		Holiday	Thanksgiving Holiday			
26		Holiday	Thanksgiving Holiday			
<b>December</b>						
1	B	In class	Week 14 – Module 9 – Balancing & Controlling Budgets.	handouts	HW9 / <b>Final Project Phase IV – Nov 29</b>	Quiz 9
3	A/B	online	Assign Final Exam Take Home Test/ <b>EXAM 2 online</b>	<b>EXAM 2</b>	<b>Final Project Phase V – Dec 10</b>	
3/10	A/B	online	Class Semester Projects Presentations			
10		Final	<b>No Final Exam</b>			
13-14			Fall Commencement			

**Attachment 3**  
**CMGT 4331 Course Objectives:**

- 1, Explain the concepts most frequently used in scheduling, such as precedence network, diagramming, resource allocation, monitoring and control.
2. Identify and explain task durations and identify relationships using bar charts, lags, float, and creation of precedence networks, diagramming, and calculations.
3. Explain how to update a project under deadlines.
4. Explain how to use concepts from Critical Path Method.
5. Explain how to manipulate schedules within constraints measuring the project status using various tools with computer application/reporting.
6. Perform basic scheduling software application for Microsoft Project 2013.
7. Perform basic scheduling software application for Primavera P6.
7. Explain how to use resource allocation/leveling and cost control budgets for scheduling.



## **Attachment 4 Semester Project Overview**

### **Semester Project- TBD**

**Goal:** For the scheduling class, students should have an opportunity to schedule a real project from start to finish. The first task will be to gain an understanding of all activities that will be used for the project by evaluating the project specifications manual. The second task will be to develop a network diagram by hand and figure out the critical path calculations. Once the activities, durations, relationships (predecessors), and CPM are figured out, each team will input information in a scheduling software of choice: Microsoft Project 2013 or Primavera P6.

### **Teams:**

Teams will be assigned at the beginning of October to work on the project. Each team member will be expected to carry equal amount of load to receive a fair team grade.

### **Milestone Grades:**

There will be three main deadlines that each team will be expected to meet.

1. Milestone 1- Identifying Activities and Durations (some provided by instructor)
2. Milestone 2- Network Diagramming and Critical Path Calculations
3. Milestone 3- Utilization of Scheduling Software (Microsoft Project 2013 or Primavera P6)

Milestone 1- 50 Points

Milestone 2- 100 Points

Milestone 3 – 100 Points

Milestone 4 – 100 Points

Milestone 5- 50 Points

Total Points- 400

### **Drawings and Specifications:**

The drawings and specifications will be provided for the teams to view as pdf. files.

### **Final Deadline: TBD**

At the end of the semester, students will print out their work to display and briefly explain their process to schedule the project. This project is challenging yet fun. I do not expect each team to have exactly the same end product. My main concern will be did you think through each step realistically. It will be exciting to see how each group journey's through this project. I will expect for the scheduling process to be documented. Your team will need to demonstrate your journey to schedule the project from brainstorming notes (hand drawing of network diagram) to computer software schedule. This is your opportunity to be creative and think about how you (as a project manager/superintendent) would present a schedule to a client, subcontractor, or management team. Good Luck!

**Attachment 5. Cover Sheet for Assignments**

**Name:** \_\_\_\_\_

**Assignment #** \_\_\_\_

**CMGT 4331 Construction Scheduling**

**The University of Texas at Tyler**

**Construction Management Department**

**Date Due:** \_\_\_\_\_