

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 2302

SUBJECT: CMGT 2302 INTRO TO CONSTRUCTION MANAGEMENT

Course Specific Policies

1. CMGT 2302 INTRO TO CONSTRUCTION MANAGEMENT
Class Time: Tues and Thur 9:30 to 10:50
2. Instructor: Joe Boylan
Office: Ratliff Building South 1037
Office Phone: (903) 565-5884
Email: jboylan@uttyler.edu
3. Welcome to CMGT 2302 – *Intro to Construction Management.*

In this course we will:

1. Define key terms and discuss key topics about the construction engineering profession, construction as an industry, and the in-depth knowledge of how to lead the construction management process..
2. We will look at the characteristics of the construction industry and examine the types of construction you may consider becoming an expert in.
3. We will look at the various folks involved in a project, examine their responsibilities and interrelationships.
4. We will examine the ethical conduct required of you as CM professional.
5. We will look at the total CM process and how it applies to a CM project
6. We will discuss key CM business processes like construction bonds and key contract documents.
7. We will take a brief overview of estimating, scheduling, quality control and safety.

Our 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 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, and note-taking material to every class.

- b. MANDATORY Textbook: Construction Management Jumpstart, 2nd Edition, by Barbara Jackson, from Wiley Publications, ISBN 978-0-470-60999-6

I will check for the text at next class!!

Note: I reserve 10% of the grade for Instructor participation grades. Students are expected to:

1. Attend class and BE ON TIME.
2. Participate in discussions,
3. Answer questions presented in class
4. be responsible for all material and announcements discussed in class.

DO NOT use cell phone, computer, or digital devices in class! If you have them TURN THEM OFF and hide them away!

6. Exams and Grading:

- a. Grade Breakout and Cutoffs:

<u>Course Points</u>	<u>Minimum</u>
Instructor Eval Grade	(10%)
Exams (4 each)	(50%)
Profession Project	(10%)
Professional Ethics Project	(20%)
Professionalism Class (CMSA)	(10%)
Total	(100%)

If you get less than 65% 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 – all grades are in CANVAS -- with them you know what your cumulative FINAL grade looks like.***

There is no way to ADD to grade once an exercise is graded –the cumulative grade is the FINAL grade – there are NO adjustments to be made!

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 a 0 for that grade. 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.utt Tyler.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 2020

Lesson #	Date	Topic	Reading/Assignment
1	1-14	Class Syllabus/Course Obj./Intro. – Intro to CE/CM/CE	Canvas
2	1-16	Construction Industry and What is CM?	Chapter 1 -2
3	1-21	What is a Profession?	Canvas Papers
4	1-23	What is a professional?	Canvas Papers
5	1-28	IS CM a profession? & Are there CM professional organizations?	Team Profession and Professionalism Project
6	1-30	IS CM a profession? & Are there CM professional organizations?	Team Presentation
7	2-4	What is THE Project/Construction Management?	Canvas Slides
8	2-6	CM/Project Management Process	Canvas Slides
9	2-11	The CM/Project Management Process	Canvas Slides
10	2-13	The CM/Project Management Process	Canvas Slides
11	2-18	The CM/Project Management Process	Canvas Slides
12	2-20	EXAM 1	CM Process and Ch 1&2
13	2-25	Lead(er)(ship)/Management/Follow(ship)?	Canvas Northhouse
14	2-27	CM/CE Professional Ethics/Origin/Application?	Canvas – Northhouse and TX LAW
15	3-3	Ethics project for College	
16	3-5	Ethics project for College	
15	3-17	Ethics project Briefing	
16	3-19	Project Stages	Canvas & Chp 5
17	3-24	Stage 1 -- What is a Project Book? (Drawings/Contracts/Spec)	Canvas
18	3-26	What are Contracts?	Chp 4 & Canvas
19	3-31	Contract LAW/ Contract Types/ Contract Admin	Canvas & Chp 7
20	4-2	Proj Performance and Quality and Safety	Chp 10 & 11
21	4-7	Earned Value Project Tracking	Canvas
22	4-9	Exam 3	
23	4-14	Operations and Site Management	Canvas
24	4-16	Commissioning and Warranty of a Project	Canvas
25	4-21	EXAM 4	
26	4-23	Wrap up and Course Evaluations	

No Final Exam

