

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4395 Construction Management Capstone

SUBJECT: CMGT 4395 Administrative Instructions Spring 2021

CMGT 4395 SENIOR CAPSTONE II

Class Meets: M, W, & F (10:10 AM to 1:15 PM)
Room: RBS 1031/Computer Lab as Needed
Instructor: Dr. Althea Arnold

Office: Ratliff Building South (RBS) 1035
Office Hours: As posted on Office Door
Office Phone: (903) 566-7002
Email: aarnold@uttyler.edu

The best way to contact instructor is through email.

1. Welcome to CMGT 4395 – Construction Management Capstone II

This course will utilize information from all previous courses to give you an understanding of the construction management profession. A tentative course schedule is provided in Attachments 1. Specific course objectives are provided in Attachment 2.

2. Attendance: You are expected to attend class as scheduled. Lectures and class discussions will contain vital information needed to do well in the class. It is your responsibility to sign the attendance roster each class period. If you know that you will miss a class, email me a note to that effect prior to the class. If your absence is unexpected, email me as soon as possible. **If you will miss a scheduled class, you are still responsible for the material. It is not the instructor's responsibility to contact a student if they miss class.**

3. Extra Help: PLEASE DO NOT WAIT UNTIL THE LAST MINUTE. If you are having trouble with this Class, please come by my office during office hours or by appointment.

4. Class Room Procedures: Bring study notes, note-taking material, and calculator as needed. Class preparation is your individual responsibility.

5. Course Materials:

a. Textbooks:

No Text Book is required.

All course materials and handouts to go along with class topics including class PowerPoint's will be posted on Canvas. Canvas enrollment should be automatic with course registration, but ensure that you can access the class Canvas.

b. All assignments will be posted on Canvas and any additional reading will be posted as well. It is your responsibility to check the site for changes and addendums. Please check class announcements on Canvas and **emails daily**. This is not a hybrid course, but course information will be downloaded online.

6. Class Grading:

All homework and work turned in must be typed with a cover page. If the work is not typed or not turned in by deadline, the student will receive a grade of “F”. You may make corrections and turn back in if submitted by deadline. After 1 week the grade remains the same as original graded assignment if there is no resubmission.

For this course, I do not accept any assignments turned in late. Your team may talk to me if there is an emergency, but you will have to show proof of problem (same if individual assignment). In other words, even if your team is not 100% complete with assignments, your team will need to turn in what you have for a grade. This is the only way I can monitor your progress and push teams to move on in the process of doing their project. The same rules will apply in the workforce. If you don't make your deadlines, you could be fired from the job. Even if you are not 100% complete, you will need to show what you have completed, you only are paid for work completed.

a. Grade Breakout:

Course Points

Individual Assignments	70 (3.5%)
Team Project	760 (38%)
Professional Practice & Time Sheets	170 (8.5%)
Final Presentation	1000 (50%)
	2,000 (100%)

b. Grade Scale University grade breaks will be used in final grade posting.

- If you earn a cumulative average of less than 65% on presentations and final semester project or if you fail to earn at least 50% on the presentation and final semester project you may fail the course, **regardless of your course grade.**
- Homework, Mockups, and Final Presentations: There is not a final exam in Senior Capstone II. Your grade in this class will reflect how well you do on individual assignments, mockups, and final presentation.
- **IMPORTANT: If you do not show up for the final presentation, it will be an automatic fail in this class. No exceptions!**

c. Cell Phones: Please remember to turn off sound to phones prior to class. Do not text message while in class unless it is an emergency. You will be asked to leave the class if this becomes an issue and disrupts class. This is especially important while guest are present in class. It is disrespectful and will not be tolerated in the class.

d. Collection of Student Work: Throughout the semester, faculty will collect student work (best, average, and worst) for the accreditation course and outcomes notebooks. Your work will be scanned and your name will be removed from the work so as not draw attention as to what level of work you accomplished.

7. Homework: Note some homework may be separate from team projects. Students are encouraged to discuss their assignments with one another, but each student must submit their own, independent work if it is an individual assignment. The homework due date and time will be clearly given with the assignment.

Cover Sheet Format (This is the only format that will be accepted):

Name
CMGT 4395 Capstone II
Assignment # & Title
The University of Texas at Tyler
Department of Construction Management
Due Date

Assignment and Project Formats: The student is expected to present professional, neat, organized, high-quality assignments. An assignment should be something you are proud of and not something hastily “slapped together”. **All assignments must be typed, hand written assignments are not accepted!** 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. Each assignment and project will have individual requirements as to time and method for submittal- watch these carefully.

8. Timesheet:

Because this course is formatted to simulate construction management as performed in a professional company, you will track your time and workload through the use of tools common to the business world. The weekly timesheet will be due each Monday starting January 29, 2018 beginning of class and should reflect the time worked on tasks for each member in the construction management team. Also, make sure a description is provided for each tasks. Each of these tools requires the initials of the CM assigned and/or working on a particular task as well as the initials of at least one other member on a team to verify your workload. Each student is individually responsible for 9 hours of work weekly. For overtime, make sure this is added in with weekly hours worked and noted on the timesheet. **The timesheet forms are available on Canvas under “Time Sheets” and should be typed.** The only thing that will not be typed are signatures. If you do not have a total amount of hours for the project that meets class standards this can greatly hurt your overall grade in the class. If someone is slacking in the group, a written document will need to be provided explaining the issue with all team members signature.

9. Practice Presentation

The practice presentations are milestone dates to help students prepare for the final presentation. Teams must present on due dates. Team grades will be lowered if the team is not prepared. If there is someone that does not show up for the mockup dates then you will receive a failing grade on the assignment individually. There is no way to make up practice presentations. If there is an emergency, a written University Excuse must be provided to the instructor.

In addition, Teams may be asked to make a presentation of their progress as a moment’s notice. Make sure that you are aware of your team’s activity so that you can participate fully.

Final Presentation- All information will be presented to instructor, board committee (guest companies), faculty, and CM/CE students.

10. Extra credit:

There is none. Students who keep up with their assignments and project will do well in this class.

11. Professional Practice.

During this semester, a portion of your grade in this course 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, etc.), commitment to learning and fulfilling obligations (attendance, on time), and being engaged in class activities (participation). Part of the grade will be the timesheets. Make sure you turn in the timesheets by

due dates. Consider it the same as getting paid for the work you have done for a week. I am sure you would not want to go without a paycheck.

12. UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

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, quitlines, and group support. For more information on cessation programs please visit 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 Sept. 12.) 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. 12th) 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 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.

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

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.

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 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 plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (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](mailto:uttyler@uttyler.edu) (903.566.7254)

Attachment 1. Tentative Class Schedule

CMGT 4395 – Senior Capstone II Course Schedule Spring 2021			
Les. #		Topic	Project/Assignments
Week 1			
1	Monday	Class Overview/Syllabus Revise Market Plan and Site Analysis	SPA 3R & 4R
2	Wednesday	Revise 30% Drawings Presentation	SPA 5R
3	Friday	Present Revised PowerPoints Report due on OneDrive	SPA 3R SPA 4R
Week 2			
4	Monday	MLK No class	
5	Wednesday	SPA 6 Project Overview	SPA 5R
6	Friday	SPA 6 Project Overview Presentation	SPA 6
Week 3			
7	Monday	30% Drawings Presentation	SPA 6
8	Wednesday	SPA 7 Financial Plan A1 Financials (indv)	SPA 7 A1
9	Friday	SPA 7 Financial Plan	SPA 7

Week 4			
10	Monday	SPA 7 Financial Plan Presentations	SPA 7
11	Wednesday	SPA 8 Part 1 Sell Your Company A2 – Sell yourself	SPA 8 A2
12	Friday	Branding/Marketing/ mission statement	SPA 8
Week 5			
13	Monday	SPA 8 Part 1 Sell Your Company Presentation	SPA 8
14	Wednesday	SPA 5r 75% Revit Review, Presentation	SPA 5r 75%
15	Friday	SPA 9 Estimating/ Bond Capacity	SPA 9
Week 6			
16	Monday	SPA 9 Estimating/ Bond Capacity	SPA 9
17	Wednesday	SPA 9 Estimating/ Bond Capacity Presentation	SPA 9
18	Friday	SPA 10 Scheduling	SPA 10
Week 7			
19	Monday	SPA 10 Scheduling	SPA 10
20	Wednesday	SPA 11 Development Layout Plan/ Mobilization	SPA 11
21	Friday	SPA 11 Development Layout Plan/ Mobilization	SPA 11
Week 8			
22	Monday	SPA 10 & 11 Scheduling & Development Layout Plan/ Mobilization Presentation	SPA 10 & SPA 11
23	Wednesday	SPA 12 Safety / Site Security A3 Construction Site Security	SPA 12 A3
24	Friday	SPA 13 Environmental Requirements Tour Research Houses	SPA 13
9-14 Mar		Spring Break	
Week 9			
25	Monday	SPA 12 & 13 Safety / Site Security & environmental Presentation	SPA 12 & 13
26	Wednesday	SPA 14 Commissioning Plan/ warranty	SPA 14
27	Friday	SPA 14 Commissioning Plan/ warranty	SPA 14
Week 10			

28	Monday	SPA 14 Commissioning Plan/ warranty Presentation	
29	Wednesday	Revit 100 % complete/ Presentation	
30	Friday	SPA 15 Bid Proposal	SPA 15
Week 11			
31	Monday	SPA 15 Bid Proposal	
32	Wednesday	SPA 16 Poster/ Practice SPA 15	SPA 15 & SPA 16
33	Friday	Practice Full Presentation to Estimating class	
Week 12			
34	Monday	SPA 15 Bid Proposal Presentation SPA 16 Draft Poster Due	SPA 15 & SPA 16
35	Wednesday	Presentation First Draft	
36	Friday	Final Presentation & Report 2nd Draft	
Week 13			
37	Monday	Final Presentation & Report Final Draft	
38	Wednesday	Rehearsal in Ballroom Printed Poster Due	
39	Friday	Practice Final Presentation	
Week 14			
40	Monday	Senior Design Project Presentation	
41	Wednesday	Review Presentations	
42	Friday	No Class	
Week 15			
		Professional Practice	
		time sheets	
	Monday	Study day	
	April 30 - May 3	Finals Week	No final
NO FINAL EXAM			

Attachment 2. Course Objectives

1. Perform a due diligence/environmental analysis of the project.
2. Create a business plan that will help sell their company for the senior presentation.
3. Perform an estimate of the project.
4. Build a virtual model of the project in Revit.
5. Build a schedule for the project using Microsoft Project or Primavera.
6. Perform a risk management analysis of the project, safety plan, and quality control measures for the project.
7. Learn to effectively work in teams.
8. Make a project presentation and provide company manual to present before committee for evaluation.