MEMORANDUM

To: CMGT 4385 Students
From: Elina Efthymiou, Ph.D., Assistant Professor, Instructor CMGT 4385
Date: 19 January 2024
Subject: CMGT 4385 Course Administration, Spring 2024

Instructor: Dr. Elina Efthymiou
RBS 1036
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Office Hours:
M/W/F: 10:30AM – 12:30PM
or by appointment

Class time: Monday/Wednesday/Friday: 9:05 – 10:00 AM, RBS 2019

Monday & Wednesday (in Person): 9:05 AM – 10:00 AM (unless otherwise specified)

Friday (hybrid/ no In-person meeting/ no zoom class): I have prepared videos, power point presentations and other assignments to be completed on Fridays.

1. **Welcome to CMGT 4385; Commercial Construction**. In this course you will learn how construction managers deal with specific phases in the construction process relating to commercial construction. The construction industry is a unique collection of planners, design professionals, manufacturing firms, and tradespeople. The success of the industry is a testimonial of the combined expertise of these individuals and firms.

   CMGT 4385 is a senior level course for students preparing to enter the commercial construction sector and project management of commercial construction projects that includes aspects of design, bidding/estimating, presentation, value engineering, contracts/negotiation, subcontractor relations, cost controls, management during construction, close-out, and post- construction requirements. Specific course objectives are provided in Enclosure 1 of this Memorandum. A tentative course schedule is provided in Enclosure 2. Prerequisites for this class: CMGT 3311.

   CMGT 4385 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 PowerPoint Lectures, Videos, Class Discussion, and additional resources. In class, you will receive a chance to do more hands-on learning activities specific to course objectives. Most class activities will be to provide aid in homework, blueprint reading, and the semester project.

2. **Attendance**: This is an **in-person** course. You are expected to attend all face-to-face classes either in person, and watch online lectures. Lectures and class discussions will contain vital information needed to do well on the Exams. If you know that you will miss a class, contact your instructor to that effect prior to the class. If you miss a scheduled class, you are still responsible for the material.

3. **Additional instruction**: CMGT 4385 is rigorous and fast-paced. Do not fall behind, or you may fail to catch up. If you have difficulty understanding a lesson or completing an assignment, see your instructor. If you need additional instruction, feel free to stop by my office during office hours, before/after class, or by appointment. I can also schedule Zoom meetings as needed. Before coming to additional instruction, consider specific questions and try to send them to your instructor ahead of time. Do not come to additional instruction with vague questions or without having first attempted to solve the assigned problems.

4. **Classroom procedures**: Bring study notes, handouts, note-taking material, and calculator to every class. Class preparation is your individual responsibility.

5. **Course materials**: (required)

   Principles and Practices of Commercial Construction, 10th edition; ISBN-13: 978-0134704661, Cameron K. Andres, Ronald C. Smith, W Ronald Woods

   * I will provide the first two chapters of the textbook until you obtain your own copy. This will get you through to week 1 and 2 assignments.

   Additional course material will be available on Canvas throughout the course. All course materials including class PowerPoint presentations will be posted on Canvas. Canvas enrollment should be automatic with course registration but ensure that you can access the class Canvas page.

6. **Quizzes**: There will be quizzes throughout the semester online. These quizzes are not meant to be tricky, but rather to encourage each of you to review the required information and reward those who do. Please take the time to do the video quizzes provided by instructor online. The quizzes are graded. You will need to listen to the videos provided and take notes or listen very closely while observing information presented in the videos or articles provided online to read. Once you have completed viewing the videos take the quiz. The quizzes will help you with exams in the class and a good visual study aid.

7. **Wiki–Safety Toolbox Talks**: Each week the class will start with a safety toolbox talk starting with the *Technical and Blueprint* reading portion of the class. The safety toolbox talks will be assigned to students to run your own safety toolbox meeting (as the class will pretend to be subcontractors and meeting with you on a Monday morning for the weekly toolbox talk). There is a topic assigned each week that will be in the form of wiki discussion. All students are to participate weekly by providing information to help the groups do their meetings in class. Safety Toolbox Talks will be due on Wednesdays online. The information will be provided ahead of time to allow you to have time to finish the weekly wiki topic. We will start sometime in February with doing the wiki board. This will give teams time to get their meeting together. For the meeting you will provide handouts to subs and have a write-up about your topic.

8. **Class preparation**:

   a. You will find available on Canvas specific lesson objectives, study assignments, and reading questions that support the lesson. Pay attention to the lesson objectives as they describe concepts and procedures you must understand to master CMGT 4385.

b. I will often email you homework tips or points of clarification that are made aware to me outside of class. Please check your email daily. All email correspondence will take place through Canvas announcements.

c. As a senior-level course, you are expected to arrive in class fully prepared for the lesson. Of the expected **two-hour out-of-class preparation** time for each lesson I recommend spending one hour reviewing previous lessons and/or working on assigned homework and the other hour studying and answering the reading questions for the upcoming lesson. Because this is a more advanced course not every topic you are required to know will be covered in class but will be addressed by lesson objectives and assigned reading.

d. Assigned readings and videos: Doing the assigned readings and watching the videos 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. Being prepared for class will enhance your ability to learn!

9. Grade plan:

a. **Graded Events**: Your grade in CMGT 4385 will be based on the following requirements:

Graded Event	**Points**
Homework	400 (20%)
Professional Practice	200 (10%)
Midterm Exams (2 at 300 each)	600 (30%)
Final Exam	600 (30%)
Quizzes	130 (6.5%)
Safety Toolbox Talks	25 (1.25%)
Code Exercise	25 (1.25%)
JHA	20 (1%)
Total	**2000 (100%)**

b. **Grade Scale**: At the end of the term, your accumulated points will be converted to a letter grade. The following grade cutoffs are guaranteed:

Grade	**Cutoff %**
A	90−100
B	80−89
C	70−79
D	60−69
F	<60

If necessary, I reserve the right to adjust the grade scale at the end of the semester to your benefit. If you earn less than 65% on all Exams or if you fail to earn at least 50% on the Final you may fail the course, **regardless of your course grade**.

****NOTE:** There will be no makeup work or extra credit allowed/granted at the end of or during the semester unless allowed/granted to everyone by the instructor. All assignments must be turned in at the appropriate time to receive credit.

c. All grades will be posted on Canvas. It is your responsibility to monitor your grades to determine if you are achieving the grade you desire.

10. Mid-term and Final exams:

a. This course includes two (2) mid-term exams and a final exam. The dates for all exams are included in the course schedule.

b. Solutions to exams will **NOT** be posted on Canvas.

c. No make-up exams will be given except for medical or other similar hardships where advanced arrangements are made with the instructor; or in case of non-selective medical emergencies with appropriate physician's note or documentation. Other than the circumstances described above, failure to take the exam at the scheduled time will constitute a grade of zero on the exam.

d. The mid-term exams and the final exam are closed book. You may use a calculator.

11. Cell phones: Please remember to turn off sound to your phone prior to class.

12. Assignments: 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. You are encouraged to *discuss* your homework solutions with one another, but in the end you must submit your own, **independent** work. The homework due dates and times will be clearly given with the homework assignment on Canvas. Homework is due on the date outlined in the schedule. **You must upload your homework as a single pdf file to Canvas no later than 11:59pm on the date it is due.**

13. Standards for written work:

a. **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". To this end, considerable emphasis will be placed on not only getting the correct answer but also on how the solution is presented. Cover Sheets will not be needed for workbook assignments. You will need to make sure all pages have your name. If it is not a workbook assignment, a cover sheet should be attached to other homework assigned, as follows:

(center of page)
Name: _____
Homework # ____
CMGT 4385 Commercial Construction
The University of Texas at Tyler
Department of Construction Management
Due Date: _____

b. **Papers/Problem Sets**: Use Engineer paper only or full-page printouts Word, Excel, or Powerpoint. 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. If you are writing out a paragraph or more, you must type it.

14. Documentation of academic work:

a. Use parenthetical documentation.

b. All submissions must have a signed cover page. Before signing this document take time to reflect and ensure that all work is either yours or that credit is given within where due. Assignments will not be accepted without this signed cover page. For group assignments all members of the group must sign the cover sheet.

c. **Common knowledge**: Information from the course texts is considered course-specific common knowledge and does not need to be documented for problem sets. While not required, it is good practice to note sections of the AISC Steel Construction Manual or the ACI 318-19(22) which apply as you solve problems. Course documents from previous semesters, and course notebooks of other students kept, or the like are not considered common knowledge and must be documented.

15. 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 your instructor in advance. Notification immediately before the submission will not suffice. Deductions to your assignment grade for late submissions will be given as follows:

1 – 24 hours late	a deduction of **25% of the earned grade**
24 – 48 hours late	a deduction of **50% of the earned grade**
> 48 hours late	**No credit**

Obviously, there are circumstances that can occur that make a timely submission impossible, and your instructor will work with you when and if they occur.

16. Extra credit: There is none. Students who keep up with their assignments and prepare for the Exams will do well in this class.

17. 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, etc.), commitment to learning and fulfilling obligations (attendance, on time), and being engaged in class activities (participation).

18. Academic Misconduct: Plagiarism of homework and cheating on examinations will be interpreted as academic misconduct and will not be tolerated. Please refer to the University of Texas at Tyler current Undergraduate Catalog for academic policies and Manual of Policies and Procedures for Student Affairs (MOPPS, Chapter 8) regarding academic integrity, cheating and plagiarism. Academic dishonesty will not be tolerated. Ignorance of the rules and policies provides no protection from the consequences.

19. Final guidance: Be prepared to work hard and have fun this semester!

See Canvas for UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN COURSE SYLLABUS

This syllabus is subject to revision by the instructor.

Elina Efthymiou, PhD

Assistant Professor
CMGT 4385 Course Instructor

Enclosure 1:

CMGT 4385 Course Objectives

1. **Explain** the process of planning sitework investigation and site logistics.
2. **Explain** various methods used for foundation systems.
3. **Demonstrate** ability to identify and read a full set of plans.
4. **Explain** methods used in the testing and evaluation of soils on the building site.
5. **Explain** various methods of protection during excavation and equipment selection.
6. **Explain** concepts of roadway pavements, curbs and sidewalks, parking areas, storm and sanitary sewer lines, storm water management, and street lighting.
7. **Explain** process of fabrication and erection of structural steel for building frames.
8. **Explain** various roof design principles and the materials used in roof construction.
9. **Explain** various finish-out processes for both interior and exterior.
10. **Explain** the process of shop drawings and learn how to review shop drawings.
11. **Explain** concepts, methods, and techniques related to managing a commercial project.
12. **Explain** the process of commissioning and steps to properly test and inspect projects through quality control and assurance measures.

Enclosure 2: Course Schedule

CMGT 4385 – Commercial Construction Course Schedule; Spring 2024								
LSN #	Date		Class Meeting	Topic	Assignment Due	Toolbox Talk Due	Quizzes Due	HW Due
Week 1								
1	Wed	17-Jan	In-class	Module 1; Construction Practices – Syllabus				
2	Fri	19-Jan	In-class	Module 1; Construction Practices			Quiz 1	
Week 2								
3	Mon	22-Jan	In-class	Class Overview/Module 1; Construction Practices				HW1
4	Wed	24-Jan	In-class	Module 2; Procurement			Quiz 2	
5	Fri	26-Jan	Online	Module 2; Procurement	About you			HW2
Week 3								
6	Mon	29-Jan	In-class	Module 3; Mobilization				
7	Wed	31-Jan	In-class	Module 3; Mobilization			Quiz 3	
8	Fri	2-Feb	Online	Module 3; Mobilization	Log plan/JHA 1			HW3
Week 4								
9	Mon	5-Feb	In-class	Module 4; Oral Communication				
10	Wed	7-Feb	In-class	Module 4; Oral Communication		1	Quiz 4	
11	Fri	9-Feb	Online	Module 4; Oral Communication	JHA 2			HW4
Week 5								
12	Mon	12-Feb	In-class	Module 5; EPA				
13	Wed	14-Feb	In-class	Module 5; EPA		2	Quiz 5	
14	Fri	16-Feb	Online	Module 5; EPA	JHA 3			HW5
Week 6								
15	Mon	19-Feb	In-class	Module 6; Quality Control & Assurance/Commissioning				
16	Wed	21-Feb	In-class	Module 6; Quality Control & Assurance/Commissioning		3	Quiz 6	
17	Fri	23-Feb	Online	Module 6; Quality Control & Assurance/Commissioning	JHA 4			HW6
Week 7								
18	Mon	26-Feb	In-class	Module 1-1; Sitework				
19	Wed	28-Feb	In-class	Module 1-1; Sitework	JHA 5	4	Quiz 7	
20	Fri	1-Mar	EXAM 1	**Midterm Exam# 1**				
Week 8								
21	Mon	4-Mar	In-class	Module 2-1; Excavation				
22	Wed	6-Mar	In-class	Module 2-1; Excavation		5	Quiz 8	
23	Fri	8-Mar	Online	Module 2-1; Excavation				HW8
Spring Break 11–15 March								
Week 9								
24	Mon	18-Mar	In-class	Module 3-1; Foundations				
25	Wed	20-Mar	In-class	Module 3-1; Foundations		6	Quiz 9	
26	Fri	22-Mar	Online	Module 3-1; Foundations				HW9
Week 10								
27	Mon	25-Mar	In-class	Module 4-1; Structural Steel Members				
28	Wed	27-Mar	In-class	Module 4-1; Structural Steel Members		7	Quiz 10	
29	Fri	29-Mar	EXAM 2	**Midterm Exam# 2**				
Week 11								
30	Mon	1-Apr	In-class	Module 5-1; Formwork				
31	Wed	3-Apr	In-class	Module 5-1; Formwork		8	Quiz 11	
32	Fri	5-Apr	Online	Module 5-1; Formwork				HW10
Week 12								
33	Mon	8-Apr	In-class	Module 6-1; Job Site Set Up & Logistics				
34	Wed	10-Apr	In-class	Module 6-1; Job Site Set Up & Logistics		9	Quiz 12	
35	Fri	12-Apr	In-class	Module 7-1; MEP				

CMGT 4385 – Commercial Construction Course Schedule; Spring 2024								
LSN #	Date		Class Meeting	Topic	Assignment Due	Toolbox Talk Due	Quizzes Due	HW Due
Week 13								
36	Mon	15-Apr	In-class	Module 7-1; MEP		10	Quiz 13	
37	Wed	17-Apr	In-class	Module 7-1; MEP				
38	Fri	19-Apr	In-class	Course review & Evaluations (last day of class)		11		
Week 14								
39	Mon	22-Apr		no class				
40	Wed	24-Apr		no class				
41	Fri	26-Apr		no class				

*Subject to revision by the instructor