

## MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 3305

SUBJECT: Applied Construction Management Program Principles and Practices Administrative Instructions

1. Welcome to CMGT 3305 a course in the application of key principle construction management principles and practices necessary for the professional programmatic and design skills needed to be a successful Integrated Project Leader (IPL) in today's CM profession with emphasis in civil engineering construction projects. This course is a follow on to the 2302 CM Introduction Course and will prepare you for the in depth construction engineering and design skills needed for 3310, 3315, 4335, and 4315 courses and this course **focuses on these learning objectives:**
  - a. the proper application of critical CM skills in designing, budgeting, scheduling, and executing CE construction projects both as an owner rep and as a General Contractor (GC),
  - b. Introduction to basic contract and budgeting program skills for a GC.
  - c. Introduction to the principles of funding and programming for design and construction projects.
  - d. Introduction to the basic principles associated construction engineering especially in design of CE construction projects.
  - e. Introduction in to the basic principles of the various programmatic team arrangements used in construction projects such as P3, DB, DBB, IP, etc...

Taken in combination, these basic building blocks are critical to your professional construction management knowledge, practice, and identity formulation as professional CM IPL and prepares you to lead the project owner, the design architect, and various engineering and contractor members of your project team. This course will also provide you with the skills to lead a project from the General Contractor view in both the design/bid and execution phases of the project.

2. We will meet *every Tuesday and Thursday from 0800-0920 in RBS 2019* IAW the course schedule (see Encl 1).
  - 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 and the material and you will not get the participation points available for each lesson unless I have given an authorized absence.
  - b. I teach every day in general -- 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.
3. Class Room Procedures:
  - a. Bring study notes, textbook, note-taking material, and calculator to every class. Class preparation is your individual responsibility.

***Note: I will often pick someone at random at the start of class to show how they accomplished any reading or homework due that day – so be ready and be prepared.***

b. **NO ELECTROIC DEVICES** are to be used in class *EXCEPT your calculator* – no exceptions – that means no cell phones, no computers, no ipads, no smart watches, etc – there is no material and tasks covered in this class that will require technology to accomplish them. **ALL DEVICES** are to be off and stowed away at start of class.

4. Mandatory Textbook: *Construction Accounting by Steven Bragg (ISBN -13: 978-1938910753) and Statics and Structural Strength of Materials for Architecture and Building Construction (4<sup>th</sup> Ed.)* by Barry Onouye and Kevin Kane (ISBN 978-0-13-507925-6)

*I will check for the text during an upcoming class!!*

5. Final Grade Weighting Scale:

<u>Course Points</u>	<u>Grade Scale</u>
Hour Exams (4 at 150 each)	(60 %)
Pop Quizzes	(20%)
Homework	(10 %)
Professional Practice Grade	<u>(10 %)</u>
	<i>100%</i>

**Note:** *Your final grade is made up according to this weighting scale – for example EXAMS are much more important to your final grade than homework – pop quizzes (given unannounced at the start or end of a class) can help or hurt you.*

**NOTE:** *I give several unannounced quizzes during the semester – at the start of class – it is an assessment of your keeping up with the reading assigned. 3305 is not rocket science that needs explanation to understand the underlying concepts. We will focus the class time on application issues. **READ and be ready for quizzes.** There are no make up quizzes if you are not in class.*

**Note:** *I reserve 10% of the grade for Professional Practice Grade **participation grades**. This is **purposefully large enough** to impact ( help or hurt) your total course grade by one letter. Students are expected to:*

- 1. Attend ALL classes and **BE ON TIME***
- 2. Participate in discussions,*
- 3. Answer questions presented in class (to include in class board exercises)*
- 4. Seek help (if necessary) outside the class – attend any tutorials or test prep classes*
- 4. Be responsible for all material and announcements discussed in class.*

**Note:** *If you get less than 65% as your final combined grade **you will fail the course.***

*Remember **you need a C or better** in a core major class to move on to the next course.*

**Note:** *Your final grades **are only A, B, C, D, F --** We DO NOT “up” a grade if you are close to a B or an A! Your final average IS your final weighted average and is a result of the weighted grade not the raw average.*

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*

6. 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. All the Exams and the Final are **closed book**. I may depending on the exam allow a single 3 by 5 inch note card for an exam –I will let you know in advance if this applicable to an exam –**assume none is allowed unless I direct otherwise.**
- c. There are **NO hallway/bathroom/stress breaks** allowed during exams.
- d. **The ONLY electronic device allowed in an exam is an approved calculator. Your exam will be collected and your grade will be a zero AND you will be given an F for the course if you are caught cheating, walk out of the classroom without handing in your exam or using a non-approved electronic device/calculators, or use non authorized note material during the exam!**

7. Homework: Homework problems when assigned are **due at the start of class**. There is no such thing as late homework. I pick up the homework assignments at the start of class. *I may grade* various homework assignments.

**Homework is an assessment of your ability to self-learn and study the material.** As a construction engineer you have an on-going responsibility to the profession to continually learn. The lecture model you are most familiar with is not how professionals learn. We are capable of self-study and learning. Your homework is a measurement of your ability to learn key principles on your own. It is a vital skill to master. You cannot rely on the lecture and classroom to learn the material. It is a good tool to help get over specific principles that are stumping you. But this should be the exception. **You should be able to read and solve the material BEFORE you come to class.**

All homework is **mandatory** and *if graded* becomes part of your grade and failure to submit any required homework will result in a 0 for that exercise.

**Note:** Just like a real job –showing up to class on time is a real world obligation – there are no free missed 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 late you must see me the end of class and explain why you were late. If you are more than a 5 min late I may ask you to not enter the class and 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 for being late would be death in family, validated urgent emergency, or some validated significant act of God like a car accident. 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).

8. 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/StudentRightsandResponsibilities.html>

9. 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.

10. 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.

11. 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.**

12. 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.

13. 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.

14. 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.

15. 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.

Date	Lesson Number	Topic Covered	Assigned Reading	PS/Project Assignments
24-Aug	1	Construction Business Accounting Practices and Systems	CHP 1 and 16	
26-Aug	2	CM Industry Accounting Systems	Chp 2	
28-Aug	3	CM Specific Accounting and OWNERS Final project Book Briefing	Ch 3.	
31-Aug	4	CM Transactions	CH 4	
2-Sep	5	CM Financial Statements	CH 5	
4-Sep	6	CM Fixed Assets Accounting	CH 6	
9-Sep	7	CM Payables Accounting	CH 7	
11-Sep	8	Exam #1		
14-Sep	9	CM Debt Accounting	CH 8	
16-Sep	10	CM Contingencies	Ch 9	
18-Sep	11	CM Lease Accounting	Ch 10	
21-Sep	12	CM Payroll Accounting	CH 11	
25-Sep	13	Exam #1		
28-Sep	14	Forces and Vectors	Pg. 1-32	2.6 and 2.8
30-Sep	15	Vector Addition	Pg. 33-40	2.9 - 2.13
2-Oct	16	Moments	Pg. 42-46	2.14, 2.15
5-Oct	17	Varignon's Theorem	Pg. 47-48	2.19-2.23,2.24,2.25
7-Oct	18	Parallel Forces and FBD	Pg. 59-72	2.28-2.33 (not 2.31)
9-Oct	19	Reaction Forces from Connectors	Pg. 74-84	2.34,2.35
12-Oct	20	Static Determinacy and Review	Pg. 86-95	2.42,2.34,2.46,2.48,2.50-53, 2.55,2.57-58,2.60
14-Oct	21	Exam # 2	Ch 1&2	
16-Oct	22	Cable Systems	CH3	3.1-3.4
19-Oct	23	Rigid Body	CH 3 p96-110	3.5,3.6,3.8-10
21-Oct	24	Trusses – method of joints	Pg. 111 - 118	3.12,3.13,3.15-16
23-Oct	25	Trusses – method of sections	Pg. 119 -138	3.18-21
26-Oct	26	Zero force Members	139 -145	3.25-27
28-Oct	27	Review	P150-152	
30-Oct	28	Exam # 3	Ch 3.	
2-Nov	29	Stress and Strain/ Thermal	CH 5 pg. 251 – 279; 289-293	5.16-17 for AL alone
4-Nov	30	Stress and Strain/ Thermal	"	"

6-Nov	31	Retaining Walls	175-183	
9-Nov	32	Retaining Walls	"	ex 3.19,3.20
11-Nov	33	Centroids	300-309	
13-Nov	34	Centroids	"	6.1
16-Nov	35	Centroids	"	6.3-4
18-Nov	36	Exam #4		
20-Nov	37	Forces Project		
30-Nov	38	Forces Project		
2-Dec	39	Forces Project		
4-Dec	40	Course Wrap Up and Survey	In Class Exercise	

**Key Additional Student Information:**

**Additional Syllabus Information**

**Important Covid-19 Information for Classrooms and Laboratories**

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

**Recording of Class Sessions**

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.