

University of Texas at Tyler - Department of Civil & Environmental Engineering
CMGT 4395 Capstone II
Spring 2020

Instructor:	Joseph Boylan RBS 1037 (903) 565-5872 jboylan@uttyler.edu	Office Hours: Daily 9 AM – 5 PM HELP by appointment (email for time)
--------------------	---	--

Lectures: 42 Classes; 2 Home Projects

We meet every Monday, Wednesday, Friday from 11 to 2PM – CM Conf Room

Course Website:

I will use both the texts and Canvas to manage the course material for the semester. There you will find current grades, lectures, assigned reading, homework assignments, handouts, exams and other material pertaining to the class. **Please check there daily.**

Course Description:

This course will utilize information from all previous courses to give you an understanding of the construction management profession. This is a capstone senior class focused on the practice of the required skills for a CM Project Leader within the environment of a residential project.

Learning Objectives:

- A. To design two homes for Habitat families as per the USER guidelines and requirements given to you by Habitat.
- B. Complete a 100% estimate for budget, schedule, and resources to complete each home. Gain approval from owner to proceed.
- C. Complete a set of AIA contracts for a firm fixed price project to build each home. Gain approval from owner to hold a bid conference and solicit bids for each home.
- D. Conduct a proposal review and evaluation and recommend a winning proposal to owner for each home.
- E. Award contracts for home to winning proposal.
- F. Act as owner's rep for building of homes.
- G. Using Earned Value track the progress of the builds.
- H. At GC notice, review and authorize substantial completion authorization for homes to GC
- I. Develop a post project summary briefing for end of semester project review.
- J. Understand the basic fundamentals of CM business and how to set up and use business "books" designed for construction business case.

Prerequisite:

Completion of CMGT 4195 and department chair approval

TEXT:

No Text Book is required.

a. All course materials and handouts to go along with class topics including class PowerPoint's will be posted on 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.

Class Grading:

	Final Grade Contribution
Design Approval for homes	20%
Project Schedule and Budget	20%
Contracts and Bid Completion	20%
Award and Owners Rep EV reporting	20%
Project Report out paper and briefing	<u>20%</u>
	100%

Professional Practice – this is my subjective grade based upon your participation in this course. You will be required to participate in class discussion and various project tasks for a grade. You should:

1. Give the project your best efforts and equally carry the load – don't be the weal link! I will ask team mates to anonymously grade their team mates and **this team-mate grade will count for 50% final your grade for each module!**
2. Express your ideas and thoughts clearly and openly but remember keep the dialogue professional and focused on the issues of the course. These should be a learning/growth tool used for your professional development.
3. **IMPORTANT: If you do not show up for any module presentation or if your team mates give you an F for your participation for any module, it will be an automatic fail in this class. No exceptions!**

Computers and Cell Phone:

Please remember to turn off and out away your phones during class!!!!!!! Only open and start a computer when it is required by me in class work.

Final day to withdraw:

The final day to withdraw from the course without penalty is **April 2st 2020!**

Census dates:

The university requires that instructors to report the attendance to the register at various points in the semester. In Canvas I will have a class leader take roll and mark your attendance for that lecture. These lectures are required. An unauthorized absence will impact your final grade.

Academic Misconduct: Plagiarism of homework, submitted written paper assignments 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. Allegations of academic dishonesty will be immediately referred to the office of Student Affairs and the UT Tyler Judicial Affairs. Ignorance of the rules and policies provides no protection from the consequences.

UT Tyler Honor Code:

I embrace honor and integrity. Therefore, I choose not to lie, cheat or steal, nor to accept the actions of those who do.

Collection of Student Work:

Throughout the semester I will collect student work (best, average, and worst) for the ABET 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. **NOTE: On certain assignments, if your work is deemed to be unsatisfactory you may be asked to resubmit the assignment until it becomes satisfactory.**

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> .

Grade Replacement/Forgiveness and Census Date Polices: 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. 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 is the deadline for many forms and enrollment actions that students need to be aware of. 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.

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.

Disability Services: 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 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

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

Prepared by: Joseph Boylan
 Instructor
 Department of Civil Engineering and Construction Mgmt.

4341 Course Schedule (Subject to change as needed throughout the semester)				
Date	Lesson	Topic for Class	Agency	Assignment
1/13/2020	1	Syllabus and Intro/Project		Teams for next class
1/15/2020	2	Design for homes	Architect	
1/17/2020	3	Design for homes	Architect	
1/22/2020	4	Design Approval	Habitat	
1/24/2020	5	Project Budget and Timeline		
1/27/2020	6	Project Budget and Timeline		
1/29/2020	7	Project Scope, Budget, Schedule approval	Habitat	For grade
1/31/2020	8	AIA Contracts (Draft)		
2/3/2020	9	AIA Contracts approval	Habitat	For grade
2/5/2020	10	GC Bid Conference Book Ready		
2/7/2020	11	GC Bid Book Meeting with GCs		
2/10/2020	12	GC RFIs		
2/12/2020	13	GC RFIs		
2/14/2020	14	GC RFIs		
2/17/2020	15	GC RFIs		
2/19/2020	16	Bid Submittal Acceptance		
2/21/2020	17	Proposal Award Recommendation & Award	Habitat	
2/24/2020	18	Owners Rep and EV Reporting		
2/26/2020	19	Owners Rep and EV Reporting		
2/28/2020	20	Owners Rep and EV Reporting		
3/2/2020	21	Owners Rep and EV Reporting		
3/4/2020	22	Owners Rep and EV Reporting		
3/6/2020	23	Owners Rep and EV Reporting		
3/16/2020	24	Owners Rep and EV Reporting		
3/18/2020	25	Owners Rep and EV Reporting		

3/20/2020	26	Owners Rep and EV Reporting		
3/23/2020	27	Owners Rep and EV Reporting		
3/25/2020	28	Owners Rep and EV Reporting		
3/27/2020	29	Owners Rep and EV Reporting		
3/30/2020	30	Owners Rep and EV Reporting		
4/1/2020	31	Owners Rep and EV Reporting		
4/3/202	32	Owners Rep and EV Reporting		
4/6/202	33	Owners Rep and EV Reporting		
4/8/2020	34	Owners Rep and EV Reporting		
4/10/2020	35	Owners Rep and EV Reporting		
4/13/2020	36	Owners Rep and EV Reporting		
4/15/2020	37	Owners Rep and EV Reporting		
4/17/2020	38	Substantial Completion Update Report	Habitat	
4/20/2020	39	Final Project Report Out		