

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4195.002

SUBJECT: CMGT 4195 CONSTRUCTION MANAGEMENT CAPSTONE I
Habitat and Honor Society Capstone

Course Specific Policies

1. CMGT 4195.002 CONSTRUCTION MANAGEMENT CAPSTONE I
Class Meets: Thursday's 11:00 AM – 1:45 PM
Room: RBN 3039
and Lab: (as instructed)

Instructor: Dr. Gilbert Abel
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Office Phone: (903) 565-5890
Email: gabel@uttyler.edu

2. Welcome to CMGT 4195 Construction Management Capstone I (Honors Capstone)

Mission:

Prepare to manage a project to its completion on time and within budget. The objective of this class is learn how to internally monitor, observe, and organize and construction project. In preparation, you will complete the preconstruction requirements necessary to begin your project when you return to class in the Spring. This semester you can expect learn how to manage a real project utilizing construction management software (Procore) this semester. The instructor will be guide you through the entire process, but the intention of this course is for the student to have full control of the project.

Topics covered include but not limited to Revit modeling, project planning, and selection of project for the year. Emphasis is placed on learning the techniques of Revit Modeling and preparation for the capstone presentation held in the spring.

Prerequisite: Senior Standing and Chair Approval.

Other Topics that will be covered include:

Drawings / Specifications
Existing Photos
Budget / Prime Contract
Schedule
Daily Logs
Directory
Meetings / Set Up / Agenda
RFI's
Submittals
Inspections / Checklist
Punch list
Commissioning / Quality Assurance / Testing / Checklist
Work Breakdown Structure
Estimating / Takeoff
BIM Modeling
Organizational Breakdown Schedule

Procore Software Certifications
Cost Codes

A. What does it take to be successful in the senior capstone courses?

Senior Capstone I & II utilizes information from all previous courses to give students an understanding of the Construction Management profession. The students are instructed to become organized, diligent project managers for a real jobsite. Students are provided a full set of working drawings, project manual specifications, and subcontractor bids from a contractor. The project was budgeted and scheduled prior to the course. **Beginning Spring 2022, the project is scheduled to begin construction.**

Throughout the semester, the students meet with other professionals within the industry to help with their capstone project. You may be in contact with subcontractors, planning committee representatives, and even the owner's Rep.

You will have client by weekly client meetings to keep all updated with the course of a successful project as you would in the real world. You will be prepared to present a presentation at each meeting and/or go over meeting agendas /RFI's. Getting solutions to issues is the key to these meetings.

The project is scheduled to be completed on or before May 1, 2022.

Following the project and at the end of this course, you are required to present a presentation for a Final Grade.

- a. **Attendance-** I will take attendance in class – please ensure information is circulated and turned back in to the instructor by the end of class. You are expected to attend all class meetings. Lectures, in class demonstrations, and class discussions will contain vital information needed to do well in the course. It is your responsibility to sign the attendance roster each class period. Capstone is setup similar to a workplace environment. You will be provided a task and your goal is to complete the assigned task. Attending class is a reflection upon yourself, but your team members will need each other to make it through Capstone I and II. Don't leave them disappointed in your efforts.
- b. **Extra Help:** Class preparation is your individual responsibility. If I am not in the computer lab with you, I will be in my office. I will check on students throughout the class period to see how you are progressing or if you need help. If you need EXTRA HELP – PLEASE DO NOT WAIT TILL THE LAST MINUTE TO GET HELP!!
- c. **Course Materials:**

I will post all course materials on Canvas. Canvas enrollment should be automatic with course registration but ensure that you can access the class Canvas page.

3. All assignments will be posted on Canvas and provided in class. It is your responsibility to check the site for changes and addendums.
- d. **Turn in Homework:** Homework will be turned in at the beginning of class on due dates. All work should be done professionally. The majority of assignments will be turned in on the Procore Software, which stamps it with a time and date.

3. **Canvas Information**

I may also on occasion email you homework tips or points of clarification that are made aware to me outside of class. All email correspondence will take place through the Canvas system, and therefore using your Patriot email accounts; so, check your Patriot email account often. Professionals check their work emails daily (or more often).

4. **Exams and Grading:**

- a. Grade Breakout and Cutoffs:

Course Points

Weekly Assignments/ 28 Assignments Due	1400 (70%)
Final Presentation	500 (25%)
Professional Practice Grade	<u>100 (5%)</u>
Total Points	2000 (100%)

University Guidelines for Grading will be used to determine your letter grade.

- b. **Cell Phones: Please do not TEXT MESSAGE while the instructor or guest speakers are speaking.** If you text message extensively, the instructor may ask you to leave the classroom. Please remember to turn off sound to phones prior to class. I understand that emergencies will happen. If you have an emergency please feel free to take care of the situation, but leave the classroom to do so and notify me of any issues. **Excessive use of cell phone while speakers are lecturing could really affect your professional grade in the class!**
- c. Collection of Student Work: Throughout the semester I will collect student work (best, average, and worst) for the ABET course and outcomes notebooks. This will require me to make a copy of your work. I will not draw attention as to what level of work you accomplished.

5. Homework:

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”. Toward this end, considerable emphasis will be placed on not only getting the correct answer but also on how the solution is presented.

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.

Turn in all homework on due date at the beginning of class in the class folder. DO NOT TURN IN ASSIGNMENTS THAT ARE NOT TYPED. Please use Microsoft Word or Excel. If you do not turn in typed assignments with a cover sheet, your assignment will be deducted by 10 points automatically. I will give you an opportunity to turn in the cover sheet to receive full credit, but don’t make it a habit. There may be a few assignments that are done by hand. If it is done by hand please turn in neat work.

a. Papers/Tutorial Prints:

- 1) Use professional looking paper only or full-page printouts from Revit. Do a snapshot of work to show that you are progressing through tutorials and copy/paste into PowerPoint. Submit your work online to turn in by due dates assigned unless otherwise directed.
- 2) 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 me in advance. Notification immediately before the submission will not suffice. Deductions to your assignment grade for late submissions will be given as follows:
 1. 0-24 hours late a deduction of 25% of the earned grade
 2. 24-48 hours late a deduction of 50% of the earned grade
 3. More than 48 hours late No credit. **Assignments must still be submitted.**

Obviously, there are circumstances that can occur that make a timely submission impossible and I will work with you when and if they occur. **I will not play the game of having a stack of incomplete homework assignments turned in on the last day of class.** *Late assignments should still be submitted within a week unless you coordinate otherwise with me. **Habitually late homework WILL have a significant negative impact on your professional practice grade!***

- b. Assigned readings: Doing the assigned reading 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. **Reading the assignment prior to attending class will enhance your ability to learn!**
9. **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, homework completed on time, etc.), commitment to learning and fulfilling obligations (attendance, on time), and being engaged in class activities (participation) worth 100 points.
10. **Academic Dishonesty:** Representation of other’s work as your own will not be tolerated. Cheating on homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary actions as outlined by the UT Tyler Student Guide on Conduct and Discipline.

11. 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)

SCHEDULE:

Week	Date	Day Thurs 11:00 – 1:45	DESCRIPTION OF ASSIGNMENTS	ASSIGNMENTS DESCRIPTION	TASKS ASSIGN. #
Week 1	Aug 23 - 27	Tues	N/A		
		Thurs	1 Syllabus 2 Complete your Procore training	Procore training Directory	#1
				-	-
Week 2	Aug 30 – Sept 3	Tues	N/A		
		Thurs	3 Module 1 • Organize the existing material. • Complete Procore certification training. • Input existing data into Procore Software. • Create a schedule reviewing old data	Read / Upload Drawings Schedule	#2 #3
				-	-
Week 3	Sept 7 - 10	Tues	N/A		
		Thurs	Labor Day – Sept 7 – no school 4. Module 2 • Determine the required inspections for the City of Tyler • How to create a work breakdown	Inspections Work breakdown structure Organization	#4 #5 #6

			<p>structure</p> <ul style="list-style-type: none"> How to create an organization breakdown structure 	breakdown structure	
				-	-
Week 4	Sept 13 - 17	Tues	N/A		
		Thurs	<p>5. Module 3</p> <ul style="list-style-type: none"> What is site logistics? How to create a site logistics plan. Start a Commissioning & quality assurance checklist. Practice your presentation. 	<p>Site Logistics Commissioning/Quality Control Presentation – Practice Milestone #1</p>	<p>#7 #8 #9</p>
				-	-
Week *5	Sept 20- 24	Tues	N/A		
		Thurs	<p>6. Module 4</p> <ul style="list-style-type: none"> Conduct a full estimate take off of the project. 	Estimating/ Takeoff	#10
Week 6	Sept 27 – Oct 1	Tues	N/A		
		Thurs	<p>7. Module 5</p> <ul style="list-style-type: none"> Finish completing the full estimate takeoff of the project. Create Cost Codes for the project. Insert the preconstruction budget in Procore based on the takeoff and cost codes. 	<p>Budget Cost Codes Estimating/ Takeoff</p>	<p>#11 #12</p>
Week 7	Oct 4 - 8	Tues	N/A		
		Thurs	<p>8. Module 6</p> <ul style="list-style-type: none"> Input and organize data into Procore Software. Job sit Visit How to be successful at writing daily logs and updating photos Practice presentation practice #2 	<p>Daily Logs/ Photos Site Visit Software Phone App install and use Presentation – Practice Milestone #2</p>	<p>#13 #14</p>

Week 8	Oct 11 - 15	Tues	N/A		
		Thurs	9. Module 7 <ul style="list-style-type: none"> • Who to create a meeting agenda. • Following up on a meeting agenda • How to preform a weekly safety/site meeting 	Meeting Agenda Weekly Site Meetings	#15 #16
Week 9	Oct 18 - 22	Tues			
		Thurs	10. Module 8 <ul style="list-style-type: none"> • Creating and understanding the importance of RFI's • BIM Modeling 	RFI BIM	#17 #18
Week 10	Oct 25 - 29	Tues	N/A		
		Thurs	11. Module 9 <ul style="list-style-type: none"> • Presentation #3 (in front of Habitat) 	Presentation – Practice Milestone #3 BIM Continued	#19
Week 11	Nov 1 - 5	Tues	N/A		
		Thurs	12. Module 10 <ul style="list-style-type: none"> • Create Drop box folder • Create invitation to bid • Add Documents • Create a responsibility matrix 		#20 #21 #22 #23
					-
Week 12	Nov 8 - 12	Tues	N/A		
		Thurs	13. Module 11 <ul style="list-style-type: none"> • Secure Subcontractor info/ send out Bid invites • Send out bid invites • Bid Scoping begins 		#24 #25

Week 13	Nov 15 - 19	Tues	N/A		
		Thurs	14. Module 12 <ul style="list-style-type: none"> • Secure Subcontractor info/ send out Bid invites • Send out bid invites • Bid Scoping begins 		#24 continue. #25 continue
Week 14	Nov 22 - 26		Spring Break	Spring Break	Spring Break
Week 15	Nov 29 – Dec 3	Tues	15. Module 13 <ul style="list-style-type: none"> • Budget/Final Estimate/Budget Tracker • Contracts / PO's • Schedule / Poll Planning • Presentation #4 (Habitat) low bidders meeting / Award Contracts meeting 		#26 #27 #28
			Final Week / NO FINAL EXAM	NO FINAL EXAM	

Attachment 3
CMGT 4195.002 Course Objectives:

1. Explain the role of computer models in the construction management field.
2. Develop students' ability to use Revit Models.
3. Prepare students for Capstone 2 by helping them select and model a project.
4. Monitor a construction budget.
5. Monitor and periodically adjust a working schedule.
6. Maintain daily logs.
7. Track RFI, Submittals, meeting issues and agendas.
8. Provide a punch list, commission checklist, and testing schedule for this project.
9. Utilize cost codes while managing a project.
10. Become certified to use Procore software and understand how to manage a project using it.