

**MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4395 Construction Management Capstone**

**SUBJECT: CMGT 4395 Administrative Instructions Spring 2023**

**CMGT 4395 SENIOR CAPSTONE II**

**Class Meets: M, W, & F (10:10 AM to 1:15 PM)**

**Room: RBS 2019**

**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 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 provided online.

**6. Class Grading:**

**All work is turned in online and on your team OneDrive. Your name(s) must be on the document submitted. 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 one 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 you and your team’s progress and motivate teams for a successful, professional completed 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	180 (8.6%)
Team Project	750 (35.7%)
Professional Practice & Time Sheets	170 (8.1%)
Final Presentation	1000 (47.6%)
	2,100 (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**  
**Team**  
**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 posted on Canvas and in the Schedule- 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 using tools common to the business world. The weekly timesheet will be due each Monday starting the 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 task. 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 your total hours for the project does not meet the 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 they 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. Remember, as a team member, you are personally responsible for the entire presentation.

**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 performed for a week. I am sure you would not want to go without a paycheck.

**12. See Canvas for the UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS**

**Attachment 1. Tentative Class Schedule**

<b>CMGT 4395 – Senior Capstone II Course Schedule</b>			
<b>Spring 2023 MWF 10:10-1:15pm</b>			
<b>Les. #</b>		<b>Topic</b>	<b>Project/Assignments</b>
<b>Week 1</b>			
1	Monday	Class Overview/Syllabus Revise Market Plan and Site Analysis	SPA 3R & 4R
2	Wednesday	Present Revised PowerPoints Revised Report due on OneDrive	SPA 3R & 4R
3	Friday	Revise 30% Drawings Presentation	SPA 5R
<b>Week 2</b>			
4	Monday	MLK No class	
5	Wednesday	SPA 6 Project Overview	SPA 6
6	Friday	SPA 6 Project Overview Presentation	SPA 6
<b>Week 3</b>			
7	Monday	SPA 7 Financial Plan	SPA 7
8	Wednesday	SPA 7 Financial Plan A1 Financials (indv)	SPA 7 A1
9	Friday	SPA 7 Financial Plan Presentations	SPA 7
<b>Week 4</b>			
10	Monday	Traveling No Class	
11	Wednesday	A2 – Sell yourself	A2
12	Friday	SPA 8 Part 1 Sell Your Company Branding/Marketing/Mission Statem't	SPA 8
<b>Week 5</b>			
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
<b>Week 6</b>			
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

<b>Week 7</b>			
19	Monday	SPA 10 Scheduling	SPA 10
20	Wednesday	SPA 11 Development Layout Plan/ Mobilization	SPA 11
21	Friday	A3 Value Engineering	A3
<b>Week 8</b>			
22	Monday	SPA 10 & 11 Scheduling & Development Layout Plan/ Mobilization Presentation	SPA 10 & SPA 11
23	Wednesday	SPA 12 Safety / Site Security SPA 13 Environmental Requirements	SPA 12 SPA 13
24	Friday	A4 Construction Site Security	A4
<b>Week 9</b>			
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
<b>13-18 Mar</b>	<b>Spring Break</b>		
<b>Week 10</b>			
28	Monday	SPA 14 Commissioning Plan/ warranty Presentation	SPA 14
29	Wednesday	Revit 100% complete/ Presentation	
30	Friday	SPA 15 Bid Proposal	SPA 15
<b>Week 11</b>			
31	Monday	SPA 15 Bid Proposal	
32	Wednesday	SPA 16 Poster/ Practice SPA 15	SPA 15 & SPA 16
33	Friday	SPA 15 Bid Proposal Presentation SPA 16 Draft Poster Due	SPA 15 & SPA 16
<b>Week 12</b>			
34	Monday	Presentation First Draft	Submit color 8.5x11 poster print
	Tuesday or	Will meet extra to Practice Full Presentation to Estimating class	Time TBD
35	Wednesday	Presentation Second Draft	
36	Friday	Final Presentation & Report 2nd Draft	
<b>Week 13</b>			
37	Monday	<b>Final Presentation &amp; Report 2nd Draft</b>	
38	Wednesday	<b>Rehearsal in Ballroom</b> <b>Printed Poster Due</b>	<b>9 am to 1 pm</b>
	Thursday	<b>Senior Design Project Presentation</b>	<b>8 am to 3 pm</b>
39	Friday	<b>No Class</b>	
<b>Week 14</b>			
40	Monday	<b>Review Presentations/ Hang Posters</b>	
41	Wednesday	<b>No Class</b>	
42	Friday	<b>No Class</b>	
<b>Week 15</b>			
	Monday	Study day	
	April 26 - 29	Finals Week	No final

## **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.