Construction Management Department  
California State University, Chico  

CMGT 100 – Concepts of Construction  
Course Syllabus  

A. **Prerequisites**  
None  

B. **Meeting Time & Location**  
CMGT 100-1  
Class #2765  
M/W  
1:00 PM – 1:50 PM  
Ayers 106  

C. **Instructor**  
Rich Holman  
rholman@csuchico.edu  
(530) 519-7424 (cell)  
Office Hours:  
Monday and Wednesday  
2:00 PM – 3:50 PM  
Wednesday  
8:00 AM – 8:50 AM  
Also by appointment – e-mail to arrange meeting  
Office Location:  
O’Connell Technology Center, Room 328  
Office Phone:  
530-898-5669 – recommend cell phone (see above)  

D. **Catalog Description:**  
An overview of construction trends, methods, materials, practices, contracts, laws, and codes.  

This course will give the student an overview and understanding of the management operations for construction projects and companies including the planning (both financial and time), monitoring, control, and legal aspects. The student will be introduced to the needs of construction operations management and to some planning and monitoring systems that will accomplish these tasks.  

E. **Course Learning Outcomes (CLO):**  
*Upon successful completion of this course, the student will:*  
1. Understand the various types of construction contract formats (AGC, AIA, etc).  
2. Understand the various type of construction cost estimates.  
3. Understand the various “Cost Types” of an estimate.  
4. Understand the difference between direct and indirect costs.  
5. Understand the fundamentals of CPM scheduling and be able to complete a forward pass and a back pass.  
6. Understand what liquidated damages are.  
7. Understand construction accounting and cost control.  
8. Understand the five red flag provisions of a contract.  
9. Understand the various construction communication documents and their uses.  

F. **Course Resource Materials Requirements:**  
*Textbook:* There is no required textbook for this class. Reading material will be provided for the student, as required, and will be distributed in class. As a result ATTENDANCE IS IMPERATIVE.
G. **Course Requirements:**

**Honesty in the Classroom**
You are expected to be familiar with the University’s policy on academic integrity. As such, there will be no tolerance for dishonesty, sharing of work, or copied work. Ethical standards as established by the university will be strictly upheld as defined in the University Catalog.

**Tobacco Products**
The use of any type of tobacco product (smokeless, chewable or otherwise) is not permitted in any building at California State University, Chico. If you chew tobacco products, please refrain during class time.

**Electronic Devices**
The use of phones, and other electronic devices (excluding laptops) is not permitted in class. If you must take a call (work or emergency), please EXIT the classroom before answering the call.

H. **Instructional Methods:**
This course is designed around the following methods of presenting material to the student:

1. Class discussions reinforced by in-class quizzes, midterms, and a cumulative final exam.

I. **Assignments:**
Out of class work may be assigned. *Completed assignments will be collected at the beginning of class;* please bring your work pre-printed to class for submission.

J. **Assessments:**
Assessments are the basis of determining your ability to create, analyze, apply, and understand the Course Learning Outcomes (CLO) and Student Learning Outcomes (SLO) provided by ACCE. Instructional target goals have been established (as noted above) and the results of the assessment in these areas will be used to determine the success of the student and instructor for this course.

**Quizzes**
Quizzes will be given based upon the class discussion, assigned readings, and construction terms presented. Quizzes will be given as posted in the course announcements or e-mail. **There will be NO make-up quizzes, unless prior arrangements have been made.**

**Exams**
There will be three midterms and one final exam. The final exam will have overall coursework objectives comprehensive questions. Normally there will not be a make-up for anyone missing an exam. *If a student is unable to take an exam due to an emergency or illness, or is entitled to special accommodations, the instructor should be notified in advance.* Non-excused absences will yield a score of zero. No makeup exams will be given, except for a serious and compelling reason as defined in the University Catalog.

**Participation, Attitude, and Attendance**
A portion of your course grade will be based on participation and attendance. An attendance sign-in sheet will be distributed and will account for a portion of your grade as shown below.

K. **Grading/Evaluation:**
All point totals shown are approximate and subject to revision during the course of the semester.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Quizzes (SLO’s)</td>
<td>15%</td>
</tr>
<tr>
<td>Midterms</td>
<td>60%</td>
</tr>
<tr>
<td>Attendance/Pop Quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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</tbody>
</table>

Grades are generally assigned by the following distribution, although the professor reserves the right to modify the distribution.

- **A** = 94 -100% (Exceptional)
- **A** = 90 – 93% (Excellent)
- **B+** = 87 – 89% (Very Good)
- **B** = 83 – 86% (Good)
- **B-** = 80 – 82% (Adequate)
- **C+** = 77 – 79% (Above Average)
- **C** = 73 – 76% (Average)
- **C-** = 70 – 72% (Below Average)
- **D** = 60 – 69% (Inadequate)
- **F** = < 60% (Failing)

L. **Topical Outline**
Refer to the 2-week look-ahead course schedule that will be updated on Blackboard each week.

M. **University Policies and Campus Resources**

**Disruptive Behavior**

Students are required to adhere to the behavior standards articulated in the Campus Policies and Code of Student Conduct, and to refrain from disrupting classes and other academic settings. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operations of the University. Disruption in the classroom may include:

- Persistent speaking without permission.
- Side conversations.
- Excessive talking.
- Engaging in activities not related to the class, or other overt inattentiveness including but not limited to sleeping, talking to others, doing work for another class, checking e-mail, and exploring the Internet.
- Ringing cell phones or using a cell phone.
- Using mobile devices or laptop computers in the classroom for non-course related purposes.
- Eating/drinking in class without permission.
- Monopolizing class discussion and refusing to defer to instructor, or listen to others; persisting when the instructor has indicated that the student’s remarks are off topic and it is time to move on.
- Chronically entering late/leaving early, moving about the classroom when not appropriate for the classroom activity.
- Filming, photographing, or taping the class without the instructor’s prior permission.
• Disputing authority or arguing with faculty and other students.
• Yelling, arguing, swearing, bullying, or other harassing or intimidating behavior.
• Inappropriate, disrespectful, or uncivil responses to the comments, opinions, presentations, etc. of others in the classroom.
• Physically or verbally abusive conduct.
• Failure to adhere to the instructor’s rules or instructions.
• Vulgar or obscene language, slurs or other forms of intimidation.
• Threats of any kind.
• Improper use of equipment, materials or resources.
• Destruction of property.
• Coming to class under the influence of alcohol or another controlled substance.
• Bringing individuals to class who are not enrolled, including infants/children.
• Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy.

**Academic integrity**
Students are expected to be familiar with the University's Academic Integrity Policy. Be familiar with the University's policy on academic honesty. I take this issue very seriously, and will not tolerate any form of dishonesty such as plagiarism or cheating. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found at: [http://www.csuchico.edu/sjda.shtml](http://www.csuchico.edu/sjd/sja.shtml)

**Campus Policy in Compliance with the American Disabilities Act**
If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Students with disabilities requesting accommodations must register with the ARC Office (Accessibility Resource Center).

Special accommodations for exams require ample notice to the testing office and must be submitted to the instructor well in advance of the exam date.

**Student Computing**
Computer labs for student use are available [http://www.csuchico.edu/stcp](http://www.csuchico.edu/stcp) located on the 1st floor of the Merriam Library Rm 116 and 450, Tehama Hall Rm.131 and the BMU Rm 301.

**Student Learning Center**
The mission of the Student Learning Center (SLC) is to provide services that will assist CSU, Chico students to become independent learners. The SLC prepares and supports students in their college course work by offering a variety of programs and resources to meet student needs. The SLC facilitates the academic transition and retention of students from high schools and
community colleges by providing study strategy information, content subject tutoring, and supplemental instruction. The SLC is online at http://www.csuchico.edu/slc/. The University Writing Center has been combined with the Student Learning Center.

N. Other

Title IX: Confidentiality and Mandatory Reporting
As a Chico State instructor, one of my responsibilities is to help create a safe learning environment for Chico State students. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual misconduct with the University.

Students may speak to someone confidentially by contacting the Counseling and Wellness Center (898-6345) or Safe Place (898-3030). Information about campus reporting obligations and other Title IX related resources are available here: http://www.csuchico.edu/title-ix.
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