Construction Management Department
California State University, Chico

CMGT 457 – Project Controls and Scheduling
Course Syllabus

A. **Prerequisites**
   CMGT 450 – Estimating

B. **Meeting Time & Location**
   
<table>
<thead>
<tr>
<th>Class</th>
<th>Class #</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMGT 457-01</td>
<td>2795</td>
<td>MW</td>
<td>9:00 AM – 10:50 AM</td>
<td>Langdon, Room 200</td>
</tr>
<tr>
<td>CMGT 457-03</td>
<td>5629</td>
<td>MW</td>
<td>1:00 PM – 2:50 PM</td>
<td>O’Connell, Room 131</td>
</tr>
</tbody>
</table>

C. **Instructor**

   Chris Souder: csouder@csuchico.edu
   Office Hours: M and W 11:30am-12:30pm (2 hours), T 12:00-3:00pm (3 hours) or by appointment
   Office Location: O’Connell Technology Center, Room 321
   Office Phone: 530-898-4446 Cell Phone: 530-518-2656

D. **Catalog Description:**

   This class includes critical path method techniques, planning, logic, baseline scheduling and updating, diagramming and analysis of project schedules. Emphasis is placed on resource and cost loading of schedule activities and using this information for decision making. The most up-to-date computer software available for scheduling is used. 2 hours discussion, 2 hours activity. (002078)

E. **Course Learning Outcomes (CLO):**

   **Upon successful completion of this course, the student will:**
   1. Create Project Schedules using logic and sequencing of work to determine milestone and project duration. [ACCE-SLO #5].
   2. Analyze project control documents (including narratives) and know how they fit into the construction process. [ACCE-SLO #7 and ACCE-SLO #16].
   3. Apply P6 scheduling software to plan and manage construction progress. [ACCE-SLO #10].
   4. Understand and use construction documents that are used on projects to manage progress. [ACCE-SLO#7].
   5. Understand Resources and managing them on the project [ACCE-SLO#13].
   6. Analyze how costs and schedules are related. [ACCE-SLO#7]
   7. Analyze how durations are calculated using quantities, production rates and crew information. [ACCE-SLO#7]

   **ACCE-SLO:** American Council for Construction Education – Student Learning Outcomes
ACCE Assessment Mapping:

<table>
<thead>
<tr>
<th>SLO</th>
<th>CLO</th>
<th>Primary/ Direct Assessment (DA) Type</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>2</td>
<td>Labs 6, Final Exam</td>
<td>70% will earn a “C” or better</td>
</tr>
<tr>
<td>7</td>
<td>3</td>
<td>Lab 3 and 7</td>
<td>70% will earn a “C” or better</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
<td>Quiz #2, Midterm Exam</td>
<td>70% will earn a “C” or better</td>
</tr>
</tbody>
</table>

F. Course Resource Materials Requirements:

**Textbook:** There is no required textbook for this class. Reading material will be presented for the student, as required, via Bbl and handed out in class.

**Course Pack:** No course pack is necessary

**Laptop Computer:** A computer will be required for assigned activity work. There are no university provided computers in classroom. Macs do not work as well as PCs for the software we use. The use of a Mac is at your own risk and the instructor will not be able to assist.

Advisory Note!

P6 does not always work on Mac based computer operating systems. You will be responsible to have a PC based laptop or install a windows operating system on your Mac computer (dual boot environment only!). See the “Use of Laptops” section of Blackboard learn for further information.

G. Course Requirements:

**Conduct**

I believe that students are adults and you will be treated and respected as such. Simply put, this means that you will be held accountable for your actions, decisions, and the consequences. I expect each of you to conduct yourself in a professional and mature manner, showing courtesy and respect for fellow students and the instructor.

Advisory Note!

During class time any disruptive or annoying behavior, outbursts, unbecoming language, or personal visiting during discussion time will result in you being asked to leave and forfeit that day’s participation points. Your personal agenda must be set aside during class time for the greater good of all your classmates. Schedule interviews and personal business around this and other courses.

**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, and especially copied work. Ethical standards as established by the university will be strictly upheld (see 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 pagers, phones, MP3 players 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.
Withdrawal from Class
Please refer to the Academic Calendar Deadlines as published in the University Catalog.

Professional Work
As a student looking towards gaining an internship within the construction industry, it is expected that your completed work will be professional in presentation. Consider this course as practice in presenting professional quality industry work to your future employer.

H. Instructional Methods:
This course is designed around the following methods of presenting material to the student:
1. Class discussions and assignments reinforced by quizzes.
2. Activities to be started in class and turned-in in class (sometimes finished outside of class time as necessary), which are designed to reinforce the students learning process of Scheduling.
3. Lab Assignments, Quizzes and Exams to expand the student’s knowledge in the subject matter.

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

Advisory Note!
• There will be NO class time available for printing assignments at the beginning of class.
• Assignments will be collected at the beginning of class and any submission during class time will be considered tardy and will be docked 10-20% of the available points.
• All other submission are considered late and will not be accepted for credit, unless prior arrangements have been made.
• Assignments will be graded and returned within one week to assist the student in the learning process.

Readings
Readings are noted in the course calendar. You are encouraged to have the required reading completed prior to class, as this will facilitate your comprehension of discussion materials.

Activities
There will be weekly activities assigned to reinforce your understanding of the current classroom discussion material. These activities are intended to build your skills in reading building plans and specification, by discipline, and continue your development in using common industry software.

Group Work
You are encourage to study and work in groups, however all submitted work must be your own original work.

Course Work Binder
Keeping your work organized is a requirement for successful completion of the course. There will be no requirement to turn in a notebook.
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 material presented. Quizzes will be unannounced.

**Advisory Note!**
- There will be NO make-up quizzes unless you notified me of missing class prior to the class time.

**Exams**

There will be two mid-term exams and one final exam. The final exam will have overall coursework objectives comprehensive questions and new information 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 entitle to special dispensation 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 outlined by the University Catalog.

**Participation, Attitude, and Attendance**

A portion of your course grade will be based on participation, attitude and attendance. *DO NOT SCHEDULE INTERVIEWS DURING MY CLASS. MISSED WORK DUE TO INTERVIEWS WILL GET THE NORMAL POINT DEDUCTIONS.*

**Advisory Note!**
- Attendance/Participation is by random roll calls.

K. **Grading/Evaluation:**

Final course grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Lecture Assign/Attendance/Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm and Final</td>
<td>30% (15/15)</td>
</tr>
<tr>
<td>Lab</td>
<td>45%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
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</table>

Attendance in Lab and Lecture will be part of lecture assignments and lab scores.
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+** = 64 – 69% (Inadequate)
- **D** = 57-63% (very Inadequate)
- **F** = < 57% (Failing, retake class)

L. **Topical Outline**

Refer to the course work calendar posted on Blackboard Learn.

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/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 DSS Office (Disability Support Services) to establish a record of their disability.

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 located on the 1st floor of the Merriam Library Rm 116 and 450, Tehama Hall Rm.131 and the BMU Rm 301.

Student Services
Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Student services information can be found at: http://www.csuchico.edu/5.-studentservices.html.

Disability Services
Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please also contact the Disability Support Services office to coordinate reasonable accommodations for students with documented disabilities. Disabilities Support Services online: http://www.csuchico.edu/dss/studentServices/.
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.