

**Construction Management Department
California State University, Chico**

**CMGT 360 – Construction Project Management
Course Syllabus**

A. Prerequisites

ACCT 201 – Financial Accounting
CMGT 100 - Concepts of Construction
CMGT 110 - Construction Graphics
CMGT 135 - Construction Materials & Systems
CMGT 210 - Analysis of Construction Drawings and Specifications
PHYS 202A – General Physics

B. Meeting Time & Location

CMGT 360 Section 1	Class #3055	T/TH	2:00 PM – 3:15 PM	O’Connell, Room 337
CMGT 360 Section 2	Class #3089	T/TH	12:30 PM – 1:45 PM	O’Connell, Room 337

C. Instructor

Brian Old bold@csuchico.edu
Office Hours: Mon, Tues, Wed, & Thurs 10:30am-11:30am & By Apt.
Office Location: O’Connell Technology Center, Room 326
Cell Phone: 530-332-8083

D. Catalog Description:

This course introduces students to the life-cycle of a construction project from conception through completion and commissioning. It provides an overview and practice of construction management theory, project feasibility processes and real estate development, pre-construction, delivery methods and pricing systems, procurement, project administration, project closeout and commissioning. Students develop project management skills necessary to prepare them to lead a multidisciplinary team in diverse environments while balancing conflicting constraints of the project's defined scope, quality, budget, and time.

E. Course Learning Outcomes (CLO):

Upon successful completion of this course, the student will be able to:

1. Apply construction management skills as an effective member of a multi-disciplinary team. **(Reinforce: ACCE-SLO #9)**
2. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process. **(Assess: ACCE-SLO #12)**
3. Write scopes of work, contracts, Notices to Proceed, Change Orders, Request for Information, Transmittals, Schedule of Values, and Applications for Payment. **(Reinforce: ACCE-SLO #1)**
4. Analyze professional decisions based on ethical principles **(Reinforce: ACCE-SLO #6)**
5. Create a project specific safety plan, including site utilization, job hazard analysis, and toolbox meetings **(Assess: ACCE SLO #3).**
6. Understand common construction contract types and how they shift risk between contract parties. **(Reinforce: ACCE-SLO #17)**

7. Prepare and present an oral presentation, as part of a team, which demonstrates your collective knowledge of how project team members plan, manage, and control a construction project **(Reinforce: ACCE-SLO #2).**
8. Explain how construction professionals manage risks associated with construction safety, quality, schedule, and costs **(Reinforce: ACCE-SLO #13).**
9. Develop a construction project schedule showing construction activities, their sequence and timeline **(Reinforce: ACCE-SLO #5).**
10. Diagram a construction project Work Breakdown Structure and explain how it is used to plan and manage construction projects **(Reinforce: ACCE-SLO #7).**
11. Show how construction managers use cost information to forecast project expenses and profitability **(Reinforce: ACCE-SLO #14).**
12. Understand how construction managers establish measurement systems to control construction projects **(Reinforce: ACCE-SLO #16).**

Student Learning Outcomes (SLO):

The American Council for Construction Education (ACCE) prescribes 20 Student Learning Outcomes (SLO) as Educational Objectives for an undergraduate degree program in Construction Management. For a list of these 20 SLOs visit the Chico State Department of Construction Managements website www.csuchico.edu/cm and the SLO link under ACCE Accreditation drop down menu.

The following SLOs are supported by this course in the form of I=Introduction, R=Reinforced, or DA-Direct Assessment:

- SLO 1 – Create written communications appropriate to the construction discipline (R).
- SLO 2 – Create oral presentations appropriate to the construction discipline (R).
- SLO 3 – Create a construction project safety plan (DA).
- SLO 5 – Create Construction Project Schedules (R).
- SLO 6 – Analyze professional decisions based on ethical principles (R).
- SLO 7 – Analyze construction documents for planning and management of construction processes (R).
- SLO 9 – Apply construction management skills as an effective member of a multi-disciplinary team (R).
- SLO 12 – Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process (DA).
- SLO 13 – Understand construction risk management (I/R).
- SLO 14 – Understand construction accounting and cost control (R).
- SLO 16 – Understand construction project control processes (R).
- SLO 17 – Understand the legal implications of contract, common, and regulatory law to manage a construction project (R).

ACCE Direct Assessment Mapping:

<u>SLO</u>	<u>CLO</u>	<u>Assessment Type</u>	<u>Week</u>	<u>Target</u>
3	8	Written Safety Assignment	8	85% / 73%
12	6	Exam #1	4	85% / 73%

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.

Course Pack: A course pack will be provided to the student at no cost. It includes the following: Course work binder and tabs.

Laptop Computer: A computer will be required for assigned activity work. There are no university provided computers in classroom.

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. Please review the Universities Disruptive Behavior policy under section M of this document.

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.**

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 below listed methods of presenting material to the student. Assigned materials and readings are to be read prior to attending class. Class discussions will be to refine and understand the content of the assigned readings. Your knowledge base, retention, and understanding of assigned readings will be assessed from submitted material, quizzes, and exams. Activities started in class (finished outside of class time as necessary) are designed to reinforce the students learning understanding.

Reading Materials:

The course will rely on readings and resources provided from various sources and posted on Blackboard. Review weekly course reading assignment(s) prior to the lecture pertaining to the assignment. **Students are expected to complete all assigned reading prior to attending class.**

Discussions:

The class will be presented as a series of class lectures and discussions. Lectures will be aided by the use of PowerPoint and will be posted on Blackboard.

I. Assignments:

Students are expected to complete all assigned reading prior to attending class. Assignments are due at the beginning of class or on blackboard on the due date posted. **Late work will not be accepted, unless an accommodation has been made by the instructor in writing (email) prior to the original due date. Assignments emailed to the instructor, left at the instructor's office, or dropped into the instructor's inbox will not be accepted.** Students are encouraged to make every attempt to fully understand the assigned materials prior to lectures and to come to class prepared to participate. Students are encouraged to meet with their instructor should they have any questions and/or do not understand a particular topic. Make the time to meet the instructor outside of class if you have any questions and/or do not understand a particular topic.

Prerequisite Assignment:

Students must follow the CMGT course curriculum flow chart when it comes to enrolling in classes, which includes successful completion of all required prerequisite courses. As a requirement to remain enrolled in this class, the first assignment will be to provide an unofficial transcript showing you have completed all the required classes and qualify to be enrolled in this CMGT 360 – Project Management class. This assignment will count towards class participation points and will be due the second day of class for credit, but will be accepted up to the third day of class for no credit. **Failure to submit this assignment by the third day of class will result in being dropped from the class.** Furthermore, if it is determined a student has not met all the prerequisite requirements, that student will be dropped from the class.

Homework Assignments:

Homework will be assigned throughout the semester. Each homework assignment and related due date is shown on the course calendar, which is posted on Blackboard. **All assignments will be transmitted to the instructor for grading utilizing a transmittal form provided.**

In-Class Assignments:

There will be opportunities throughout the semester to work in groups on in-class assignments. These in-class assignments will be unannounced and issued by the instructor to be completed during the class session. The focus of these assignments will be on material previously reviewed in class. These assignments serve to change the format of the class from the teacher presenting to provide a more interactive environment for the students. The instructor will interact with the groups, ask questions and weigh-in on the discussion amongst each group. Students will not be able to make-up these in-class assignments outside of class or after the fact. Students will be graded based on participation and completeness of the in-class assignment.

Written Document Assignments:

Students will be introduced to various project management practices and related construction documents used to administer, mobilize and manage construction projects throughout the semester. Students will be given instruction on the use of these documents and then prepare them for grading.

This is a *writing intensive course*. As such, students will have the opportunity to improve their writing skills using industry standard letters and Notices to Proceed, drafting scopes of work and related contract agreements, preparation of site specific safety documents, and a group project on a construction management topic.

Group Work:

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

Even if you worked on an assignment with peers you must submit your own original work for grading. Original work is preparing your own unique worksheets, writeups, schedules, printouts, etc. (Anything you turn in must be your own). If students submit work that is similar or identical to work available online or provided by other students, they may be subject discipline by the Department or the University.

DO NOT SHARE YOUR WORK WHEN YOU WORK TOGETHER, SHARE YOUR UNDERSTANDING OF THE MATERIAL.

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.

Exams Throughout Semester and Final Exam:

There will be two (2) exams throughout the semester and one (1) Final exam at the end of the semester to test student's knowledge of the instruction covered in lectures, assignments, and discussions. The exams will consist of True and False, multiple choice, matching and fill-in-the-blank questions.

If a student is unable to take an exam due to an emergency or illness, or is entitled to special dispensation, the instructor should be notified in advance and in any event as soon as practical. Non-excused absences will yield a score of zero. No makeup exams will be given, except for serious and compelling reasons as outlined by the University Catalog at <http://catalog.csuchico.edu/viewer/14/ACAREGS.html>.

Quizzes:

Quizzes will be assigned based on the schedule shown on the course calendar. The quiz content will consist of information covered during the previous week's lectures, homework and reading assignments. Quizzes will not be given on exam weeks. **There will be NO make-up quizzes, unless prior arrangements have been made.**

K. Grading/Evaluation:

All point totals shown are approximate and subject to revision during the semester.

Evaluation Criteria	Points	% of Final Grade
(8) Homework Assignments @ 20 Points Each	160 pts	16%
(8) Quizzes @ 10 Points Each	80 pts	8%
(1) Exam #1 @ 100 Points	100 pts	10%
(1) Exam #2 @ 100 Points	100 pts	10%
(1) Final Exam @ 100 Points	100 pts	10%
(1) Writing Assignment #1 @ 60 Points	60 pts	6%
(1) Writing Assignment #2 @ 60 Points	60 pts	6%
(1) Writing Assignment #3 @ 100 Points	100 pts	10%
(1) Oral Presentation @ 80 Points	80 pts	8%
(3) Course Binder Checks @ 20 Points Each	60 pts	6%
Class Participation	100 pts	10%
Total Points Possible	1,000 pts	100%

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

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

Instructor Bonus Points – The instructor reserves the right to increase a student’s final cumulative grade for quality class participation. Instructor Bonus Points will be used at the instructor’s discretion to reward students who turn-in all work and assignments on dates due, take all quizzes and exams as scheduled, and miss no regularly scheduled classes.

L. Topical Outline

Refer to the course 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 and 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 the Student Judicial Affairs website.

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. The policy for Disability access and Compliance are found [here](#).

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.

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. Students with disabilities requesting accommodations must register with the [ARC Office](#) (Accessibility Resource Center) to establish a record of their disability.

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 University Writing Center has been combined with the Student Learning Center.

N. Other:

[Title IX: Confidentiality and Mandatory Reporting](#)

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as an instructor. 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](#) or [Safe Place](#).