COURSE SYLLABUS
The University of Texas at Arlington
College of Engineering
Department of Civil and Environmental Engineering
CE 5377
Construction Project Management & Job Costing
(3 Credit Hours)

Name: Daniel J. Darrouzet, MBA, PE, RA

Office Number: N/A

Office Telephone Number: 214-802-9942

Email Address: darrouzet@uta.edu

Office Hours: Nedderman Hall 109 (After Tuesday Class 6:50- 7:15PM)

Course Number, Section Number, and Course Title: CE 5377-001, Construction Project Management & Job Costing

Time and Place of Class Meetings: Tuesday and Thursday, 5:30 – 6:50PM

Description of Course Content: Fundamentals of construction project management, financial aspects and job costing of a construction project. Includes project management principles, budgets, cost codes, cost-to-complete and financial reports specific to the management of a construction company and project control.

Course Objectives:
(1) Possess a broad-based civil engineering education to successfully obtain professional positions, and practice civil engineering in a wide range of professional settings including consulting firms, industries, and government agencies.
(2) Exhibit professional growth throughout their careers by taking on increasing professional responsibilities, and pursue life-long learning by participation in job-related training activities, and/or attending graduate school, and obtaining professional engineering license.

Student Learning Outcomes:
(1) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
(2) an ability to function on multi-disciplinary teams
(3) an ability to identify, formulate, and solve engineering problems
(4) an understanding of professional and ethical responsibility
(5) an ability to communicate effectively
(6) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
(7) a recognition of the need for, and an ability to engage in life-long learning
(8) a knowledge of contemporary issues
(9) an ability to use the techniques, skills and modern engineering tools necessary for engineering practice
Requirements: SOFTWARE:
Student should have a working knowledge of and access to Microsoft Excel.

Required Textbooks and Other Course Materials:

Descriptions of major assignments and examinations with due dates:
ALL students (including Distance Learners) must take ALL Tests in class, in person

Responses to the tests should be as follows to receive maximum credit:
1) Only blue pen is acceptable; should you make an error simply strike through it.
2) Include your full name.
3) Legible handwriting is a must.

HOMEWORK & IN CLASS QUIZZES AND SPECIAL PROJECTS:
The primary assignments for homework will be reading and working problems assigned by the Instructor. Late homework (i.e., turned in after class has started) will not be graded. Homework should be identified as follows:

1) Student Name (Printed)
2) Student Instructor Assigned Number
3) Chapter assigned (if there are problems from more than one Chapter, list other Chapters also).
4) Due Date

Begin each problem with the Chapter Number and then the Problem number. Problem #7 in Chapter 3 thus is shown as “3.7”. Place problems in proper order. Do not place additional designations on the HW such as “Homework # 2”.

Special Project: To be discussed in class.

TESTS:

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
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<tbody>
<tr>
<td>Test #1</td>
<td>Thursday, September 17, 2009</td>
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<tr>
<td>Test #2</td>
<td>Thursday, October 22, 2009</td>
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<tr>
<td>Test #3</td>
<td>Thursday, November 19, 2009</td>
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<tr>
<td>Final</td>
<td>Tuesday, TBD* &amp; **</td>
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* (will be re-scheduled by UTA)
** Students shall confirm date of Final. All students must show up to the Final exam. Students travelling must plan accordingly.

TEST CONDITIONS:
Students are expected to seat themselves with at least 1 empty seat between other students.

ITEMS ALLOWED DURING QUIZZES, TESTS or EXAMS:
No items (backpacks, cell-phones, i-pods, etc.) are allowed on the desk except as noted below:

“Closed Book” means Students may not have anything on their desk area during the test except: Blue pen, calculator.

“Open Book” means Students may not have anything on their desk area during the test except: Blue pen, calculator & textbook (Students’ notes may be used but must be limited to one (1) side of a single sheet of 8.5X11 inch paper).
PRESENTATION:
Students will form teams and prepare and make presentations to the class and the instructor. The teams will be graded on:

- 10% Spelling/Grammar/Punctuation
- 30% Subject Content & Thoroughness of topic discussion
- 30% Graphic Communication including presentation organization
- 30% Documentation of references

Grading Policy:
Grades will be determined according to the following scale (the grading scale may be lowered at the discretion of the Instructor, but will not be raised):

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<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>&gt; 90.0 – 100</td>
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<tr>
<td>B</td>
<td>= 80.0 – 89.9</td>
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<tr>
<td>C</td>
<td>= 70.0 – 79.9</td>
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<tr>
<td>D</td>
<td>= 60.0 – 69.9</td>
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<tr>
<td>F</td>
<td>&lt; 60.0</td>
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* Any rounding which influences the final grade on any assignment, quiz, Test, Final Exam or overall course grade, is at the Instructor’s discretion.

Final Exam & Course Grade
The Final Exam will be comprehensive. Students will be apprised of their Instructor-calculated course grade prior to the Final Exam. The student may choose to accept their Instructor-calculated course grade as their final course grade prior to the Final Exam. Course Grade is determined by the Instructor.

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<td>7)</td>
<td>20%</td>
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<td>TOTAL</td>
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Attendance Policy:
Registered students are expected to attend all classes in person (except for Distance Learning students, if any). Class participation and discussions are essential for full professional development. Please arrive and be seated promptly. Instructor reserves the right to reduce points towards final grade to mitigate class disruptions.

Distance Learning students can participate in class discussions through email. Participation of Distance Learning students is highly recommended as this impacts the final grade.

Drop Policy:
See University drop policy. If the student decides to drop the course, it is his/her responsibility to process such change of status. The Instructor WILL NOT change the status for the student.

Americans with Disabilities Act:
The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests
with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

If you: a) need accommodations because of a disability; b) have emergency medical information to share with the Instructor; or 3) if you need special arrangements in case the building must be evacuated, please inform the Instructor immediately. Please see the Instructor (privately – if you choose) after the 1st class.

Academic Integrity:

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is 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." (Regents' Rules and Regulations, Series 50101, Section 2.2)

Student Support Services Available:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Final Review Week:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no Instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an Instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no Instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

Librarian to Contact:

Students are expected to consult various Library books on the course subject matter throughout the semester. Students are also encouraged to bring journal articles of their interest, to help them understand how the course is applied in real life situations.

E-Culture Policy:

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.
All students are assigned an email account and information about activating and using it is available at [www.uta.edu/email](http://www.uta.edu/email). New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

Check with Instructor regarding granting Instructor permission to communicate student’s information to him/her via e-mail. Instructor will not communicate grades without prior written permission from student.

**UTA’s E-mail is the prime means for communication.** The University and the Instructor have the right to send communications to students via e-mail, and the right to expect the student to receive and read such communications in a timely fashion. The Office of Information Technology (OIT) assigns all students an official UTA e-mail address. This OIT assigned e-mail address is the one to which the University and Instructor will send e-mail communications. Students are expected to check this OIT assigned e-mail address on a frequent and consistent basis to stay current with University and Instructor communications. The University and the Instructor recommends checking e-mail daily recognizing that some e-mails may be time-critical.

**Secondary means for communication:** A student must give current and correct local and permanent addresses and telephone numbers to the Office of the Registrar (OR) and must notify the OR immediately of any changes. Official correspondence may be mailed, versus e-mailed, to the appropriate address depending on the nature of the correspondence and the academic calendar; if the student has moved and failed to correct the address given to the OR, she or he will not be relieved of responsibility on the grounds that the correspondence was not delivered.

**Make-up Exam Policy:**
Only extenuating circumstances may be accepted as an excuse for missing a Test or the Final Exam. Health related excuses require: 1) a written medical report; 2) Clearly printed or typed name of the physician; 3) Signature of the physician; and 4) phone number where the physician can be contacted. Whether or not the student is allowed to take a make-up exam is ultimately at the discretion of the Instructor.

**Grade Grievance Policy:** If a student believes there is a discrepancy regarding his or her grade, the student shall contact the Instructor as soon as is practicable. The Instructor will schedule an appointment with the student to review the issue. If after all attempts between the student and the Instructor, to reconcile the differences regarding the grade, have been exhausted, then the student may seek remedy under the grade grievance policy in the catalog.

For issues involving scholastic dishonesty, see the Academic Dishonesty entry in the UTA undergraduate catalog.

**Use of LAPTOP, i-pods or other electronic devices, or E-MAIL correspondence during class:** In order to minimize disruption, the use of all electronic devices will not be allowed during class. Students wishing to take notes via a laptop may do so only with prior permission from the Instructor.

**CELL PHONE use in classroom during class:** In order to minimize distractions, use of cell phones during class is prohibited. Students must turn off their cell phones during class. If you are anticipating an important call, please inform the Instructor at the beginning of class and change the cell phone to “vibrate” mode. If your call comes through during class, leave the classroom quietly before beginning your conversation and return quietly as soon as the call is completed.

The Instructor reserves the right to adjust Students’ grades as a result of class disruption due to cell phone or non-adherence to the above electronic device usage policy.