



Master's Handbook for Construction Management

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A Message from the Director of Graduate Programs and Research

Welcome to the Rinker School!

Joining the Rinker School as a Master's Degree student may be the most significant decision you made towards your future career. Rinker School has an outsized impact in its field and is rated the top construction management program in the United States and across the world.

We are proud to share that Rinker School alumni lead the construction industry globally. Our Rinker graduate students are highly sought after and we have had an unbeatable 100% placement record year after year. If you have joined our graduate program to further refine and update your technical knowledge in the field of construction management, or change careers to align with your interests, or gain insights into construction industry, Rinker School has it all covered.

Take a moment to read this Master's Degree Handbook, which has been drafted to support your success and timely graduation. Therefore, use this handbook as a quick-reference guide. Feel free to contact Mr. Joseph Carroll, Rinker School Graduate Admissions Officer, or me, if you have questions.

With clear goals, you are about to see a forward momentum in your career trajectory. Graduate and become one of the proud Rinker School alumni, come back and share your insights with students, and make an impact!

Go Gators!

A handwritten signature in blue ink, appearing to read 'Ravi Srinivasan'.

Dr. Ravi Srinivasan
Director of Graduate Programs and Research
M.E. Rinker, Sr. School of Construction Management
College of Design, Construction and Planning
University of Florida

Introduction

All new Master of Construction Management (MCM) and Master of Science in Construction Management (MSCM) students are required to read this handbook and its supporting documentation. ***The student is responsible for meeting all master's degree program requirements and satisfying all deadlines, which are published in the Graduate School's academic calendar.***

This document sets out the procedures and policies to be followed by both prospective and admitted students seeking the MCM and MSCM degrees, within the M.E. Rinker, Sr. School of Construction Management (Rinker School) in the College of Design, Construction, and Planning (College of DCP). ***This handbook is a supplement to the Graduate Catalog of the University of Florida's Graduate School and should be read in conjunction with that document.*** These documents and other general information on the doctoral program are available as follows:

Resources:

- The **Graduate Catalog** is available at <https://gradcatalog.ufl.edu/graduate/>.
- The **Graduate School website** is available at <https://grad.ufl.edu/>.
- The **Rinker School website** available at <https://dcp.ufl.edu/rinker/>.

Contacts:

- The Rinker School's **Director of Graduate Programs and Research** is Dr. Ravi Srinivasan. His email address is sravi@ufl.edu.
- The Rinker School's **Graduate Admissions Officer** is Mr. Joseph J. Carroll. His email address is josephcarroll@ufl.edu.

Completion of a master's degree involves two main components:

1. Complete the coursework.

- The MCM requires at least 30 credit hours, plus any necessary levelling courses. Only six credits of that work may be from outside the Rinker School's graduate program.
- The MSCM requires at least 30 credit hours, plus any necessary levelling courses. Only six credits of that work may be from outside the Rinker School's graduate program. Six of the 30 credits must be Thesis Research, BCN 6971.

2. Complete a final exam.

- For non-thesis (MCM) students their final consists of completing a capstone course, Construction Project Delivery, BCN 5789C.
- For thesis (MSCM) students their final consists of successfully defending their thesis and successfully completing final clearance of their thesis submission to the Graduate School.
- Final exams must be completed in a student's final semester.

The two components appear straightforward, but they often involve complex systems which interplay with one another. Hence, this handbook was written to demystify the master's degree process, while explaining rules and regulations which are unique to the MCM and MSCM degrees.

Application for Admission into the MCM and MSCM

Applicants to the Rinker School master's degree programs must apply to either the MCM or MSCM.

Application Procedures:

1. Apply to Master of Construction Management (non-thesis) or Master of Science in Construction Management (thesis) using the online application found at <https://admissions.ufl.edu>.
 - a. Make sure to comply with the deadlines, which are available at <https://dcp.ufl.edu/rinker/academics/masters/construction-management/>.
 - b. The following materials are required:
 - i. Transcripts from all colleges and universities attended,
 - ii. A current résumé or *curriculum vitae*,
 - iii. Three letters of recommendation (academics preferred; professionals accepted),
 - iv. A statement of purpose:
 1. Length should be one to two pages,
 2. Font should be twelve-point, Arial, Times New Roman, or Calibri,
 3. Should clearly state why the student desires to study at the Rinker School, and
 4. Should clearly state the objective of earning the master's degree.
2. Note that a "B" grade average (3.0 on a 4.0 scale) or better, as determined by the last two years of an applicant's academic record is expected.
3. Note that admissions are competitive. Merely meeting the minimum requirements does not guarantee admission.
4. Note the application fee is \$30 (plus a convenience fee when paying by credit card).
 - a. The fee is not waivable.
 - b. The fee is non-refundable.
 - c. Applicants should ensure they meet admissions criteria before applying.
5. Note that master's degree applicants should not expect to receive funding.

MSCM-specific Application Procedures:

1. The GRE is mandatory for application to the MSCM.
 - a. A combined score of 300 or better is required.
 - b. The Verbal Section score must be 140 or higher.
 - c. A 160 or better on the Quantitative Section is preferred.
2. Applicants to the MSCM may select the Sustainable Construction major when applying.
3. An MSCM statement of purpose should clearly state research interests of the student and the Rinker School faculty they desire to mentor them.

English Proficiency Exams

Applicants who are not citizens of a country where English is one of the official languages will need to submit English proficiency exam scores, unless they graduated with a degree from a university in a country where the official language is English.

- Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) are both acceptable exams.
- Reference <https://dcp.ufl.edu/rinker/academics/masters/construction-management/> for current TOEFL and IELTS score requirements.
- Students may substitute the University of Florida English Language Institute (ELI) exit exam in place of acceptable TOEFL or IELTS scores. To learn more about the ELI program, visit <https://eli.ufl.edu/>.

Selecting the Correct Semester

Applicants with bachelor's degrees from American Council for Construction Education (ACCE) accredited Construction Management programs should apply for Fall Term, which begins in August. **All other applicants should apply for Summer-A/C**, which begins in May. Exceptions may be made for extensive construction work experience or those with certain post-baccalaureate certificates in Construction Management.

Master's Programs at the Rinker School

The Rinker School of Construction Management offers two residential master's degrees on the University of Florida's main campus in Gainesville, Florida. One of those degrees is the Master of Construction Management (MCM) and the other is the Master of Sciences in Construction Management (MSCM). The MSCM also has the option of a major in Sustainable Construction.

Master of Construction Management

The MCM is a coursework degree for those looking to enter or advance their career in the construction industry. It requires ten courses, plus four leveling courses for those without a Construction Management bachelor's degree from an ACCE accredited program, to complete the degree. The MCM is simpler to complete than the MSCM, however, it is a terminal degree because the lack of research does not prepare students to further their education with a Doctor of Philosophy (PhD). Likewise, the lack of thesis does not prepare students well for law school (Juris Doctorate), due to the lower volume of writing. Historically, the MCM has been more popular than the MSCM, with 60 percent of students choosing for forgo writing a thesis.

Master of Science in Construction Management

The MSCM is a master's degree which requires students to do original experimentation, write a thesis, and defend their thesis before a committee of professors. The MSCM requires eight courses plus six credits of Thesis Research, plus four leveling courses for those without a Construction Management bachelor's degree from an ACCE accredited program, to complete the degree. The research involved with the degree creates a graduate who is an expert in the area of their thesis topic. That research is more complicated than merely completing coursework, and a sound thesis usually takes nine months of work to complete. Students must have a Rinker School professor guide them through their research, producing an approved research proposal prior to engaging in research. Fortunately, the Rinker School has a wide array of faculty members with many areas of specialization, which allows students to research virtually any topic related to construction. MSCM degrees also prepare students to advance to even higher degrees, such a Juris Doctorate and PhD programs.

Sustainable Construction Major

Inside of the MSCM is the optional Sustainable Construction Major, which allows students to proudly display their specialized major on their University of Florida diploma. The Sustainable Construction Major requires students to write a sustainability themed thesis, complete three green building electives (Sustainable Housing, Building Energy Modeling, and Sustainable Construction) and Value Engineering.

Thesis Considerations

Dr. R. Edward Minchin, Jr., the former Director of Master's Programs at the Rinker School, used to tell incoming students, "No student has ever started too early to work on their thesis." Immediately afterward Dr. Minchin would repeat, "No student has ever started too early to work on their thesis." His point was that planning a thesis as early as possible can significantly reduce the stress that comes from attempting to complete a thesis in a short period of time. If possible, MSCM students should begin discussing their thesis ideas with Rinker School professors prior to applying to the degree. At minimum, MSCM students must begin that discussion prior to their second semester in the program. Therefore, since a thesis answers a question using the scientific method, a student wishing to obtain an MSCM should know the types of questions they would like to answer. Otherwise, they should complete the MCM.

Final Exams

Construction Project Delivery (BCN 5789C) is a capstone course that MCM students will enroll in during their final semester and counts as the MCM's final exam. MSCM students schedule their thesis defenses, which count as their final exams, according to the Rinker School's thesis deadlines, which are prior to the UF Graduate School's deadlines, and are emailed to students each semester. The Graduate Admissions Officer assists students with reserving a room for the thesis defense.

Figure 1. MCM, MSCM, and MSCM/SC Coursework

Master of Construction Management	Master of Science in Construction Management
Prerequisite Coursework *	Prerequisite Coursework *
Fundamentals of Building Construction I , BCN 4905, 2 credits	Fundamentals of Building Construction I , BCN 4905, 2 credits
Fundamentals of Building Construction II , BCN 4905, 2 credits	Fundamentals of Building Construction II , BCN 4905, 2 credits
Comprehensive Estimating , BCN 5618C, 3 credits	Comprehensive Estimating , BCN 5618C, 3 credits
Project Management for Construction , BCN 5705C, 3 credits	Project Management for Construction , BCN 5705C, 3 credits
Core Courses	Core Courses
Advanced Planning and Control , BCN 5722, 3 credits	Advanced Planning and Control , BCN 5722, 3 credits
Research Methods in Construction , BCN 6036, 3 credits	Research Methods in Construction , BCN 6036, 3 credits
Construction Law , BCN 6748, 3 credits	Construction Law , BCN 6748, 3 credits
Construction Project Delivery , BCN 5789C, 3 credits (Capstone course)	Thesis Research , BCN 6971, 6 credits (3 credits maximum per semester)
Electives (subject to change) select 6 from below	Electives (subject to change) select 5 from below
Construction Methods Improvement , BCN 5470, 3 credits	Construction Methods Improvement , BCN 5470, 3 credits
Advanced Issues in Construction Safety & Health , BCN 5737, 3 credits	Advanced Issues in Construction Safety & Health , BCN 5737, 3 credits
Special Studies in Construction , BCN 5905, 1 to 5 credits (max 9) (Requires professor approval)	Special Studies in Construction , BCN 5905, 1 to 5 credits (max 9) (Requires professor approval)
Construction Management Internship , BCN 5949, 1 to 3 credits (max 3)	Construction Management Internship , BCN 5949, 1 to 3 credits (max 3)
Sustainable Housing , BCN 6583, 3 credits	Sustainable Housing , BCN 6583, 3 credits (Required for the Sustainable Construction Major)
Building Energy Modeling , BCN 6584C, 3 credits	Building Energy Modeling , BCN 6584C, 3 credits (Required for the Sustainable Construction Major)
Sustainable Construction , BCN 6585, 3 credits	Sustainable Construction , BCN 6585, 3 credits (Required for the Sustainable Construction Major)
Value Engineering , BCN 6641, 3 credits	Value Engineering , BCN 6641, 3 credits (Required for the Sustainable Construction Major)
Construction Information Systems , BCN 6785, 3 credits	Construction Information Systems , BCN 6785, 3 credits
Directed Independent Study in Construction , BCN 6905, 1 to 3 credits (max 3) (Requires professor approval)	Directed Independent Study in Construction , BCN 6905, 1 to 3 credits (max 3) (Requires professor approval)

* Students with bachelor's degrees in Construction Management from ACCE-accredited programs are exempt from the prerequisite courses. All other students are required to pass the prerequisite coursework. Exceptions *may* be made for extensive construction work experience or those with certain post-baccalaureate certificates in Construction Management.

Rinker School Course Information

Prerequisites/Leveling Courses

The Rinker School has prerequisite courses which assist students to reach the same basic level of knowledge regarding construction management as Rinker School graduates. They are offered in Summer-A (six weeks) and Summer-B (six weeks terms) Semesters. All students who do not possess a bachelor's degree from an ACCE accredited program in Construction Management should begin their master's degree in Summer-A/C (which begins in May) so that they will be on par with their peers in Fall Semester. Reference Figure-1 for additional details.

Prerequisite Certificates

All incoming students should have completed the Wharton School of Business' Introduction to Financial Accounting certificate found on Coursera.org and an Occupational Safety and Health Administration (OSHA) 30 for Construction card before the end of the first Fall Semester. The information gained from these certificates is necessary for the Spring Semester coursework.

Outside Elective Courses

Courses from outside of the Rinker School, which a student desires to use towards a master's degree, must be approved by the Director Graduate Studies and Research before the course(s) count towards a Rinker School master's degree. Courses offered by programs in the traditionally-related subject areas such as Architecture, Engineering, and Business are nearly always approved. A maximum of six credits of outside electives may be used to award a master's degree. Entrepreneurship for Engineers (EGN 6640), Engineering Innovation (EGN 6642), and Engineering Leadership (EGS 6039) have been pre-approved for use with the MCM and MSCM.

Rinker School Registration

- **First Term Registration.** First term registration for newly admitted students is done the same day as the Rinker School's graduate student orientation. Registration is completed by the Graduate Admissions Officer.
- **Subsequent Term Registration.** Student will meet with the Graduate Admissions Officer prior to subsequent registration. The Graduate Admissions Officer will email students approximately one semester prior to the upcoming semester with registration appointment times. Students will need to consult with the Graduate Admissions Officer and update their plans of study in order to register for classes.
- **Non-Rinker School Student Registration.** Occasionally there is room for students outside of the Rinker School to take Rinker School graduate courses. Outside registration is only done after the majority of Construction Management students have been registered. Contact the Graduate Admissions Officer for additional information and the registration form.
- **Drop/Add.** It is imperative that all course schedule adjustments are completed before the end of the Drop/Add period for any given semester. Reference the academic calendar found in the *Graduate Catalog* for the deadlines.

Course Descriptions

Reference the *Graduate Catalog* for course descriptions. <https://gradcatalog.ufl.edu/graduate/courses-az/>

Funding Opportunities

Please be advised that funding opportunities are limited for Construction Management master's students. Every student is encouraged to secure funding for the entire master's degree on their own.

- **Graduate Teaching Assistantships.** Each year, financial support is offered to eligible graduate students within the Rinker School to teach, or assist faculty in teaching, certain undergraduate courses. These are usually offered to students after they have joined the Rinker School. Graduate Teaching Assistantships (GTA) offer tuition assistance and a stipend for one or more semesters. GTA performance is evaluated at the completion of each semester. Note that most GTA positions go to PhD students and *MCM students are not eligible for GTA.*
- **Research Assistantships.** Faculty members of the Rinker School are actively involved in research, which is often supported financially by granting agencies. This support often includes funding for Graduate Research Assistants (GRA), providing tuition assistance and a stipend for one or more years. Note that most GRA positions go to PhD students and *MCM students are not eligible for GRA.*
- **Financial Aid.** Domestic students may qualify for Federal Financial Aid. Students must complete the Free Application for Federal Student Aid (FAFSA) to see if they qualify. To learn more, visit the Office of Student Financial Affairs website, <https://www.sfa.ufl.edu/>.
- **Latin American and Caribbean Scholarship.** The Latin American and Caribbean Scholarship (LAC) is available to full-time students who are citizens of a Latin American or Caribbean country (including Puerto Rico and the U.S. Virgin Islands). The LAC grants Florida resident tuition to its recipients plus \$500 per year for books. There is no application for the LAC; the Rinker School of Construction Management automatically considers applicants from eligible countries during the admissions process. To learn more about the LAC, reference the UF Office of Student Financial Aid and Scholarships website, <https://www.sfa.ufl.edu/lac-scholarship/>.
- **Rinker School Scholarships.** The Rinker School has approximately 30 scholarship awards available each year, which typically award between \$500 to \$2,000. Applications for the scholarships can be found on the Students section of the Rinker School website.
- **G.W. Robinson Master's Assistantship.** The G.W. Robinson Master's Assistantship (GW Robinson) may be awarded for up to two years for new MSCM students and for proportionally shorter periods of time for existing MSCM students. The GW Robinson covers eighteen credit hours of tuition per year and includes a bi-weekly stipend and health insurance. *MCM students are not eligible for the GW Robinson.*

General Information

Combination Master's Degrees

A combination degree program includes simultaneous study on an individualized basis that leads to two degrees in two different graduate programs. Such a program is initiated by the student but requires approval from each academic unit and the Graduate School. If the student is approved to pursue two master's degrees, up to nine credits of coursework from one degree program may be applied toward the second master's degree, thereby allowing the two degrees to be completed in less time and more economically. Rinker School students have completed combination master's degrees with Engineering and Architecture in the past.

Unsatisfactory Progress

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall grade point average (GPA) of 3.00 and a 3.00 GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship.

MSCM information

Thesis definition. A thesis is a research paper written using original content. By writing a thesis a student demonstrates competency in the subject addressed. That knowledge comes from reviews of previously published articles, scientific observation, and analysis of collected data. A student's thesis committee chair will approve the student's proposed topic and provide guidance throughout the process. The committee chair must hold Graduate Research Status.

Thesis timeline. It is advised that students begin work on their theses at least nine months prior to their final semester. Six credit hours of Thesis Research are needed to graduate, with three in a student's final term. A student who does not successfully defend their thesis must enroll again in Thesis Research and may have to defend again in a subsequent semester. Therefore, a research proposal signed by the student's entire committee must be submitted to the Graduate Admissions Officer prior to registering for Thesis Research credits. Rinker School thesis deadlines, *which are stricter than those of the Graduate School*, are emailed to faculty and master's students prior to each semester.

Thesis formatting. Prior to writing their thesis, students should review the format requirements of the Graduate School Editorial Office. To download the Graduate School's template, and learn more about their specific requirements, reference their website, <https://grad.ufl.edu/academics/editorial/tools/help>.

Thesis editing. The Application Support Center (ASC) is another resource which can be helpful to MSCM students, especially in regard to thesis formatting. The ASC offers students assistance with troubleshooting their documents free of charge. The ASC also provides more extensive formatting and other services for a cost. It is highly recommended that all MSCM students use their services, or other competent editing services, to ensure that a well written and properly formatted document is submitted to the Graduate School Editorial Office. The ASC's website address is <https://helpdesk.ufl.edu/application-support-center/>.

Research Areas. For a list of faculty research interests, reference the Research Faculty section of the Rinker School website, <https://dcp.ufl.edu/rinker/research-faculty/>

Frequently Asked Questions

Are graduate students eligible for lockers?

Lockers are available at the beginning of Fall and Spring Semesters. Students seeking a locker should contact the receptionist at the front desk in the main office on the third floor of Rinker Hall.

Does the Rinker School help students find jobs?

The Rinker School hosts large career fairs in the Spring and Fall Semesters. The Rinker School also has a full-time Career Placement Coordinator who assists students with finding internships and job opportunities. The College of DCP also has a job board where many employers posting listings, <https://dcp.ufl.edu/jobs>.

Will graduate students have their own space?

The Rinker School keeps growing, so space is always at a premium. Graduate teaching assistants have a large room (RNK 323) with hot desks which they can use. Students with research assistantships may be provided a desk in a research center, if space is available. Other students should not expect desk space in Rinker Hall.

Is there credit for work experience?

The Rinker School strives to assemble a student body that is diverse in all respects, but experience in the construction industry, especially in a management capacity, is regarded as the most valuable of all assets that an applicant can possess, aside from academic accomplishments. That said, the Rinker School's admission standards are not abandoned to admit an applicant that has construction experience, no matter how noteworthy. In a case where the academic record of an applicant is sufficiently close to posted admission standards, substantial industry experience may help the applicant gain admission to the master's programs.

Is the GRE required?

In order to treat all applicants equally, every applicant to the MSCM program must provide acceptable GRE scores – even if one already has an advanced degree, an FE or PE, or has GMAT scores. No other exam substitutes for the GRE. *The MCM does not require the GRE.*

Where can one find information on graduation ceremonies?

The University of Florida refers to the ceremonies honoring graduating students as Commencement, and information regarding it can be found on the Commencement website, <https://commencement.ufl.edu/>.

Does the Rinker School accept transfer credits?

Up to six credits of relevant graduate-level coursework from another regionally accredited institution may be transferred, at the discretion of the Director of Graduate Studies and Research, towards the MSCM or MCM, if those credits were not used to satisfy requirements for a previously awarded degree and a grade of B or higher was earned in the course(s).

Can MCM or MSCM credit be used towards a CM PhD?

Up to 30 credits may be transferred to a doctoral degree in Design, Construction and Planning with a concentration in Construction Management. See the Rinker School's PhD handbook for more information.

Is housing available?

UF has graduate student housing. Reference the UF Housing and Residence Education website, <https://www.housing.ufl.edu/>, for information. UF also has a website to assist students in finding appropriate off-campus housing, <https://housing.offcampus.ufl.edu/>.

What are Special Studies and DIS courses?

Special Studies (BCN 5905) and Directed Independent Study (BCN 6905) are variable credit, research-based courses which can be on almost any topic related to Construction Management. Students and Rinker School professors agree on the topic to be covered and the deliverables to be turned in by the end of the semester. A special form is required to register for BCN 5905/6905, which may be obtained from the Graduate Admissions Officer. Students typically meet with their guiding professor at least once per week to make sure they are making satisfactory progress throughout the semester. Special Studies and DIS courses can be great ways for graduate students to study a topic which is not covered by the normal course offerings. Occasionally there is enough demand for a specialized subject that a professor will hold regular classroom sessions on it and make the section available for students to register through the normal registration process. For example, Building Energy Modeling was offered as a Special Studies course multiple times, before demand for the subject lead to its creation as a regular course offering.

How long does it take to earn an MCM/MSCM?

Students without an ACCE accredited bachelor's degree will take five semesters of full-time study to complete their degrees. Those students with ACCE accredited bachelor's degrees will finish in four semesters of full-time study.

What does one do with a Construction Management degree?

The majority of Rinker School graduates enter the construction industry as project engineers, assistant project managers, junior estimators, project planners, schedulers, assistant superintendents, assistant safety managers, field engineers, office engineers, and even purchasing agents. Those students who take Construction Information Systems often work in a firm's virtual design and construction (VDC) department. However, there are other options as well. Students who graduate from the MSCM sometimes pursue higher education in the form of PhD or juris doctorate studies. Other students go to work for real estate development firms. A small but significant number of graduates have the entrepreneurial spirit to open their own businesses related to construction.

Where do students come from?

Rinker School students come from across the world, including all over North America, Asia, Africa, South and Central America, Australia, New Zealand, and Europe. Their academic backgrounds have ranged from Anthropology to Urban and Regional Planning. Approximately one-third of the program's graduate students are women.

Are the degrees available online?

The MCM and MSCM are residential, face-to-face programs.

How does one obtain a student ID card?

Students should the GATOR ONE website for instructions on how to obtain a UF ID card, <https://businessservices.ufl.edu/services/gator-1-card/>.

What student organizations exist at the Rinker School?

The Rinker School has a diverse set of student clubs and competition teams. Reference the "students" section of the Rinker School website, <https://dcp.ufl.edu/rinker/student-clubs>, for a full listing.

A photograph of the University of Florida campus at dusk. The sky is a clear, deep blue. In the background, several orange-roofed buildings are visible through a dense line of green trees. The foreground is dominated by the dark, silhouetted branches of large trees.

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