

Introduction to Construction Management

BCN 3027C

T, R: Period 7-8 (1:55 PM - 3:50 PM), 110 Rinker Hall

Fall 2023

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Office hours are Tuesday and Thursday between 1:00 – 1:45 PM, and by appointment.

Contact Kim Rosenstock at krosenstock@ufl.edu to secure an appointment.

Course Description:

This course examines the role of various players involved in the construction and the administration of a construction project, the importance of ethical conduct in all aspects of construction business and operations, and development of advanced writing and presentation skills for construction professionals.

Course Learning Outcomes:

Upon completion of the course, students will demonstrate their ability to:

1. Recognize the nature of the building process, risk, project life cycle, the construction industry and its professional organizations.
2. Describe the roles of the professional constructor, owner, developer, architects, engineer, construction manager, general contractor, subcontractor, and suppliers.
3. Understand the administration of a commercial construction project, including the use of scheduling, estimating and other project controls.
4. Recognize the skills necessary to maximize the effectiveness of their summer internship.
5. Prepare an understanding and awareness of ethical issues in the construction industry.
6. Compose and present on topics related to construction industry and professionalism.
7. Recognize the importance of conflict resolution and negotiations.

Additional information on the BCN undergraduate learning outcomes is available at:

<https://catalog.ufl.edu/ugrad/current/construction/ALC/building-construction.aspx>. For this course, the CLOs will be evaluated according to the table below.

Course Learning Outcomes (CLOs)	Assignment(s)	Student Learning Outcome (SLO)		Percent students passing with a 70% or higher
		SACS	ACCE	
1. Recognize nature of building process	Mid-term exam 1	4	13	70%
2. Describe roles of project professionals	Mid-term exam 1	4	12	70%
3. Demonstrate jobsite administration	Mid-term exam 2	1	4, 5, 16	70%
4. Recognize internship skills	Career Presentation	5		70%
5. Prepare for ethical issues	Ethics essay paper	4	6	70%
6. Compose and present	HBR presentation	1	2	70%
7. Recognize importance of negotiation	Final exam	4	17	70%

SACS = Southern Association of Colleges and Schools, ACCE = American Council for Construction Education

Required Texts:

Two textbooks are required for this course. Both are readily available at the UF bookstore or online retailers, and should be obtained prior to the second week of class.

(1) *Construction Project Management: A Complete Introduction*. Alison Dykstra, AIA, CSI. Copyright 2011. ISBN-13: 978-0982703496, Kirshner Publishing Company.

(2) *HBR's 10 Must Reads on Managing People*. Copyright 2011. ISBN-13: 978-1422158012, Harvard Business Review Press.

Course Schedule:

A detailed course schedule, with a week-by-week topic list and due dates for readings, quizzes and assignments, is provided on CANVAS.

		FALL 2023	NOTES
WEEK	Date	Planned Topics *<u>SUBJECT to Change</u>	
1	Aug. 24	Course Introduction / Review Syllabus	HW#1 Assigned
2	Aug. 29	Lecture 1: Construction Project Players	Dykstra: Ch. 1, 3 HBR: "The Discipline of Teams" Canvas Quiz #1
	Aug. 31	RESUMES and PHOTOS – Resume Year Book	
3	Sep. 5	Lecture 2: Sustainability in construction	Dykstra: Ch. 2, Appendix A (2 nd Ed.)
	Sep. 7	Lecture 3: Stages of a project / Risk management	Dykstra: Ch. 4 HBR: "Leadership That Gets Results"
4	Sep. 12	Lecture 4: Feasibility, programming, and design	Dykstra: Ch. 5, 7 HBR: "One More Time..." Canvas Quiz #2
	Sep. 14	CM Career Fair	
5 HWUD	Sep. 19	Lecture 5: Project delivery Guest: TBD	Dykstra: Ch. 6
HWUD	Sep. 21	Lecture 6: Bidding and award Guest: Sean DeMartino, Coastal Construction	Dykstra: Ch. 8, 9 HBR: "What Great Managers Do" Canvas Quiz #3
6	Sep. 26	Lecture 7: Estimating, Part 1 Estimating and Long-Lead Items / Price Escalations	Dykstra: Ch. 10 (1 st Ed.); 10, 11 (2 nd Ed.)
	Sep. 28	Lecture 8: Estimating, Part 2	Dykstra: Ch. 11 (1 st Ed.); 12 (2 nd Ed.) HBR: "How (Un)ethical Are You" Canvas Quiz #4
7	Oct. 3	Lecture 9: Jobsite administration	Dykstra: Ch. 12, 13 (1 st Ed.); 13, 14 (2 nd Ed.) HBR: "The Set Up to Fail Syndrome" Canvas Quiz #5
	Oct. 5	Lecture 10: Construction Contracts	
8 ATL.	Oct. 10	Midterm review	

NAC	Oct. 12	Midterm Exam #1	
9	Oct. 17	Lecture 11: Contract documents	Dykstra: Ch. 14, 15, 16 (1 st Ed.); 15, 16, 17 (2 nd Ed.) HBR: "Managing Your Boss"
	Oct. 19	Lecture 12: Preconstruction, mobilization, and construction	Dykstra: Ch. 17, 18 (1 st Ed.); 18, 19, 20 (2 nd Ed.) HBR: "Saving Your Rookie Managers..." Canvas Quiz #6
10	Oct. 24	Lecture 13: Creating and using schedules Guest: Dan Whiteman, Coastal Construction	Dykstra: Ch. 19, 20 (1 st Ed.); 21, 22 (2 nd Ed.)
LA trip	Oct. 26	Lecture 14: Buying out the job Guest: Vinnie Moreschi, CPPI	
11	Oct. 31	Lecture 15: Business ethics	Dykstra: Ch. 21 (1 st Ed.); 23 (2 nd Ed.) HBR: "Teaching Smart People How to Learn" Canvas Quiz #7
	Nov. 2	TBD	
12	Nov. 7	Lecture 16: Changes in the work	Dykstra: Ch. 22 (1 st Ed.); 24 (2 nd Ed.) HBR: "Fair Process..." Canvas Quiz #8
	Nov. 9	Midterm review	
13	Nov. 14	Midterm exam #2	
AURAK	Nov. 16	TBD	
14	Nov. 21	Lecture 17: Getting paid	Dykstra: Ch. 23 (1 st Ed.); 25 (2 nd Ed.) Canvas Quiz #9
	Nov. 23	Holiday – No Classes	
15	Nov. 28	Lecture 18: Claims and disputes	Dykstra: Ch. 24 (1 st Ed.); 26 (2 nd Ed.) Canvas Quiz #10
	Nov. 30	Lecture 19: Close-out and occupancy	Dykstra: Ch. 25 (1 st Ed.); 27 (2 nd Ed.) Ethics essay paper due XXXX
16	Dec. 5	Course Review	
	Dec. 13	FINAL EXAM 3:00 – 5:00 pm	

* Due at the start of class. Schedule is subject to change.

Evaluation of Grades:

One, 2-hour lecture period and one, 2-hour combined lecture and lab session will be held each week. Text readings and should be done before the lecture in which they are discussed. Please see the detailed course schedule below. **PLEASE NOTE: IT IS NOT THE INTENT OF THE INSTRUCTOR TO TEACH CONTENT DIRECTLY FROM THE TEXTBOOK.** Students are responsible for the content of all reading materials, whether or not the material is covered in class. We will also discuss current issues and articles may be posted to the class website for review. During weekly sessions, graded in-class assignments will be given to reinforce topics from lecture and guest speakers may be invited to share their perspectives on the construction industry.

Becoming comfortable presenting your ideas is a key objective for this course. Each student will prepare and give two presentations during the semester: one as a brief overview of a company attending the Rinker Career Fair (3-4 minutes)

and another more detailed discussion of an assigned HBR article (4-6 minutes). Should public speaking be a concern, please contact the instructor as early as possible.

Two midterm exams will be given throughout the semester. These exams will be held during class time. The format may include short answer, essay, multiple choice, and/or sketches. A *comprehensive* final exam will be given during finals week as scheduled by the Rinker office. **Note: The final exam is December 13th from 3:00 to 5:00 pm.**

Final grades will be calculated based on the following weighting:

Mid-term exam 1	100 (13%)
Mid-term exam 2	100 (13%)
Final exam	100 (13%)
e-Learning quizzes (lectures, HBR/textbook)	150 (20%)
In-class assignments / Presentations	250 (33%)
Ethics essay paper	<u>50 (7%)</u>
TOTAL POINTS	750

You are responsible for addressing grades within one week of the grade being posted on the course's e-Learning website. After one week, the grade stands for the class regardless of cause or circumstance.

Grading Policy:

Final grades will be assigned according to the following scale. Divide the total points you earn by the total possible points to obtain your percent. Decimal points will not be rounded.

Percent	Letter Grade	Grade Points
93.0 - 100	A	4.00
90.0 - 92.99	A-	3.67
87.0 - 89.99	B+	3.33
83.0 - 86.99	B	3.00
80.0 - 82.99	B-	2.67
77.0 - 79.99	C+	2.33
73.0 - 76.99	C	2.00
70.0 - 72.99	C-	1.67
67.0 - 69.99	D+	1.33
63.0 - 66.99	D	1.00
60.0 - 62.99	D-	0.67
0 - 59.99	E	0.00

More information on grades and grading policies at UF is available at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Class Attendance and Make-Up Policy:

Attendance is strongly encouraged. Extra credit points are occasionally awarded for attendance and participation in the lecture. Late quizzes, in-class assignments and essays will be accepted with 50% reduction of potential points, no later than the start of the next scheduled class. Make-up tests must occur within three days of original exam date. Only one make-up exam is allowed per semester. Requirements for attendance, make-up exams, assignments and other work in this course are consistent with UF policies found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Students Requiring Accommodations:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-

8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Class Demeanor:

It is expected that everything submitted for a grade will be professional, with correct spelling and grammar. The goal is for all work to represent what you would submit to your immediate boss in a job scenario. For in-class assignments and quizzes: 10 points are awarded for going above what is asked, 8-9 points for meeting the minimum of what is expected, and 5-7 points for quality work that may not be correct in scope. When available, use software to produce your work.

Cell phone use is not allowed during class time. Set your cell phones to vibrate or silent while in the classroom. Use of cell phones during an exam will result in failing the exam.

No work will be accepted via an e-mail submission. All assignments should be uploaded to the appropriate drop box on the course's e-Learning website. *Please try to communicate with me during office hours and before or after class periods.* You are important to me as a student—I am simply overwhelmed with electronic communication and will respond to e-mails as soon as I can.

University Honesty Policy:

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions (<https://www.dso.ufl.edu/sccr/process/student-conducthonor-code/>). Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Counseling and Wellness Center

Contact information for the Counseling and Wellness Center is available on the web at <http://www.counseling.ufl.edu/cwc/Default.aspx> or by phone at (352) 392-1575; and the University Police Department: (352) 392-1111 or 9-1-1 for emergencies.