

Fall 2018

# SYLLABUS

## CONS 70A, SECTION 2638 INTRODUCTION TO PROJECT ORGANIZATION AND MANAGEMENT

### 1. INSTRUCTOR INFORMATION

Richard Sachen  
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Phone: 707- 527-4999 x5408

### 2. CLASS TIME AND LOCATION

Class Lecture: Thursday evenings 6pm – 7:30pm, 1784 Shuhaw Hall, Santa Rosa Campus  
Office Hours: Thursday evenings 5:30pm – 6pm, 1785A Shuhaw Hall, Santa Rosa Campus

### 3. COURSE OUTLINE

- A. Required Text: Construction Project Management, 2<sup>nd</sup> Edition, Alison Dykstra
- B. Student Learning Outcomes:
  - i. Explain the organization of the construction industry and the role of the construction manager.
  - ii. Describe the fundamentals of construction contracts.
  - iii. Define the stages of the construction project cycle.
- C. Assignments:
  - i. Read 20-30 pages of text per week
  - ii. Written homework assignments involving analysis and synthesis of course material (10)
  - iii. Research and prepare one simple contract
  - iv. Research (Project) paper (3-5 pages)
  - v. Quizzes (2)
  - vi. Final exam
- D. Methods of Evaluation/Basis of Grade. 1,000 points total
  - i. Homework 100 points
  - ii. Contract 200 points
  - iii. Project Paper 200 points
  - iv. Quizzes 100 points
  - v. Midterm 200 points
  - vi. Final Exam 200 points

The following schedule dates have been established for this section:

Week 1 Chapters 1 & 2 Construction Industry	Thursday, August 23, 2018
Week 2 Chapters 3 & 4 Construction Projects and Players	August 30
Week 3 Chapters 5 & 6 Feasibility and Project Delivery	September 6
Week 4 Chapter 7 Programming and Design Homework 1 due	September 13
Week 5 Chapters 8 & 9 Bidding, Awarding, Finding and Qualifying Jobs	September 20
Week 6 Chapter 10 Fundamentals of Estimating Homework 2 due Quiz 1	September 27
Week 7 Chapters 11 & 12 Conceptual, Design, & Detail Estimates	October 4
Week 8 Chapters 13 , 14, 15 Contracts Homework 3 due	October 11
Week 9 Chapters 16 & 17 Contracts Homework 4 due	October 18
Week 10 <b>Mid-Term Exam</b> Homework 5 due	Thursday, October 25
Week 11 Chapters 18, 19, 20 Preconstruction, Mobilization, Project Coordination and Management	November 1
Week 12 Chapter 21 Fundamentals of Scheduling Homework 6 due Contract Due	November 8

<p style="text-align: center;">Week 13 Chapter 22 Creating a Schedule Homework 7 due Quiz 2</p>	<p style="text-align: center;">November 15</p>
<p style="text-align: center;">Thanksgiving Holiday No Class nor Office hours</p>	<p style="text-align: center;">November 22</p>
<p style="text-align: center;">Week 15 Chapters 23 &amp; 24 Subcontracting and Changes in Work Homework 8 due</p>	<p style="text-align: center;">November 29</p>
<p style="text-align: center;">Week 16 Chapters 25 &amp; 26 Getting Paid and Claims, Disputes and Liens Homework 9 due</p>	<p style="text-align: center;">December 6</p>
<p style="text-align: center;">Week 17, Chapter 27 and Appendix A Close-out and Occupancy, Sustainability in Construction Homework 10 due</p>	<p style="text-align: center;">December 13</p>
<p style="text-align: center;"><b>Final Exam</b> Project Paper Due</p>	<p style="text-align: center;">Thursday, December 20, 2018 6:00 PM - 9:00 PM</p>

#### 4. GENERAL GUIDELINES

##### A. GRADING POLICY

Homework will be graded as complete or incomplete.

All other work will be graded as follows:

90%-100%	= A
80% to 89%	= B
70%-79%	= C
65%-69%	= D
<65%	= F

Late work:

- i. Homework may be turned in up to one week late for half credit
- ii. Assignments other than homework that are turned in late will be downgraded by 10% the first week late and 20% the second week. Late assignments will not be accepted after 2 weeks. Students who turn in late assignments may, upon request, complete additional assignments to make up for the downgraded percentage. These assignments will be equal to or greater in scope than the original late assignment.
- iii. Tests and quizzes must be taken at the designated times. Quizzes cannot be made up. In circumstances where a student is unavoidably absent for a test, a makeup test or assignment may be given at the instructor's prerogative.

## B. CANVAS

Class slides, grades, and other materials will be posted after the lecture on CANVAS for your use. Students should access the class's CANVAS site through their link on their SRJC portal.

## C. TARDINESS/LATE ATTENDANCE

Class is expected to start promptly at 6pm. Students who are late to class should enter as discretely as possible with a minimum of class disruption. The instructor will not recap or delay the class for late students.

## D. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

If you need disability-related accommodations for this class, such as access to notes, test taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to the instructor as soon as possible. You may speak with the instructor privately during office hours about your accommodations. Please contact DRD if you have not received authorization for accommodations. DRD is located in the Bertolini Student Center on the Santa Rosa campus, and Jacobs Hall on the Petaluma Campus.

## E. EMERGENCY EVACUATION PLAN:

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet at Elliot Ave on the NW corner of Shuhaw to make sure everyone got out of the building safely and to receive further instructions. (If the class is on a second or higher floor, provide clear directions to the stairs). If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

## F. STUDENT CONDUCT:

We will conduct ourselves in a manner which reflects our awareness of common standards of decency and the rights of others. All students are expected to know the Student Conduct Policy and adhere to it in this class. Students who violate the code may be suspended from 2 classes and may be referred to the Conduct Dean for discipline.

## G. RESPECT:

The best way to learn is through active participation; therefore, we respect others when talking, by being on-time, listening actively, and being polite even when we disagree with another's viewpoint. Please turn off all electronic devices. If you use a laptop for note taking, please sit in the front row with the sound off. No food in class please.

## H. ACADEMIC INTEGRITY:

All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended – for one or two class meetings by the instructor – and referred to the Conduct Dean for discipline sanction, in cases of egregious violation. Please see Policy 3.11 for Academic Integrity .