COURSE TITLE BLACKBOARD SITE	ARC 5952, Construction Management Summer 2011 – http://my.ltu.edu and select CRN 5167
INSTRUCTOR	John Harmala, AIA Email: john@harmala.net or jharmala@ltu.edu, information Mobile tel: 248 701 3716 Office hours by appointment
SCHEDULE	May 18, 2011 – July 28, 2011 Refer to http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for the last date to withdraw and other important registration related information.
LEVEL/ HOURS PREREQUISITE	Graduate or Undergraduate Degree /2 credit hours
REQUIRED TEXT (See Blackboard for additional resources)	**Project Management for Construction** Fundamental Concepts for Owners, Engineers, Architects and Builders by Chris Hendrickson, Department of Civil and Environmental Engineering, Carnegie Mellon University, Pittsburgh, PA l52l3 Copyright C. Hendrickson 1998 First Edition originally printed by Prentice Hall, ISBN 0-13-731266-0, 1989 with co-author Tung Au. Second Edition prepared for world wide web publication in 2000. Version 2.2 prepared Summer, 2008. Available free at: http://pmbook.ce.edu Additional reading will be provided by instructor
ADDITIONAL RESOURCES	LTU Online student resources: http://www.ltu.edu/ltuonline/
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the Helpdesk. Visit www.ltu.edu/ehelp or 248.204.2330 or helpdesk@ltu.edu. Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne.

COURSE SCHEDULE FOR TRADITIONAL & COLLEGE OF MANAGEMENT SEMESTER COURSES

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

Dates	Modules	Topics / Readings	Assignments Due
Prior to Semester Start and May 18 – May 22	Module 0	Overview of textbook Online Learning Orientation Course Orientation and group formation	Course orientation Instructor conversation Individual pre-assessment Propose teams Propose nnn
Week of May 23 – May 29	Module 1 (note: more than one module may be scheduled in a week)	Chapter 1 – nnn (note: more than chapter may be scheduled in a module)	Bb Discussion Board Forums Other assignment(s) due
Week of May 30 – June 5	Module 2	Chapter 2 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of June 6 – June 12	Module 3	Chapter 3 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of June 13 – June 19	Module 4	Chapter 4 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of June 20 – June 26	Module 5	Chapter 5 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of June 27 – July 3	Module 6	Chapter 6 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of July 4 – July 10	Module 7	Chapter 7 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of July 11 – July 17	Module 8	Chapter 8 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of July 18 – July 24	Module 9	Chapter 9 – nnn	Bb Discussion Board Forums Other assignment(s) due
Week of July 25 – Jul 28	Module 10	Chapter 10 - nnn	Bb Discussion Board Forums Other assignment(s) due
THIS IS A 10 WEEK SEMESTER. THE SEMESTER WILL BE CONDENSED TO INCLUDE REMAINING COURSEWORK AND FINAL EXAMS.			

STUDENT EVALUATION

The course has nn assignments totaling nn points. Letter grades are awarded based on the total number of points achieved. Points are deducted for late assignments.

EXAMPLES:

Assignments	Points
Assignment #1	20
Assignment # 2	20
Final Exam / Assignment # 3	40
Quizzes and Online Participation	20
Total Points	100

Class Points	Letter Grade
96 and above	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D (Undergrad Only)
60 and below	E

Note: Grades lower than a "B" fall below the LTU graduate standard

EDUCATIONAL GOALS
This course presents an overview of construction management from the perspectives of the owner, design professional and constructor. The material will cover topics such as project planning, construction delivery methods, scheduling, budgeting, contract administration, project safety and agreements.

STUDENT LEARNING OBJECTIVES / OUTCOMES
To understand and identify the various roles and responsibilities of the owner, design professional and constructor as they relate to construction and project management.

PREREQUISITE SKILLS
- Writing Skills
- Critical Thinking Skills
- Knowledge of Conventional Construction Project Delivery Systems
- Basic Understanding of Architect's Conventional Administrative Role

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION
In addition to the online text, this course will use multiple media formats to convey information about the covered topic. Often, supplemental reading will be provided through a web link or posted on the BlackBoard site. Additional audio and video presentations resources such as AIA Podcasts, Webinars will be utilized.

Each module will cover new topic and everyone must participate in the weekly discussion board on the BlackBoard site. Evaluation is based upon responses to questions posted by the instructor and interacting positively with other students. A Blackboard discussion forum will be posted by the instructor at the beginning of every module. At a minimum, one constructive response to the instructor's post is required in addition to two responses to posts by other students. Your first post must be by the second day after the beginning date of each module outlined in this syllabus. More activity on the discussion board will enhance the learning experience but grading will primarily be based on the following:

A minimum of 3 constructive contributions per discussion thread

Discussion contribution during entire course

Proper grammar

Quality content

Please note that some assignment may require posts to the discussion board as a new topic. In this case, each student is required to post a constructive comment to each thread posted by other students. The instructor will notify the class of this requirement at the appropriate time.

As a component of the online learning experience, each student will be required to research a case study construction project. This work might include conversations and interviews with people working within the industry which can be shared with the class.

Blackboard Learning Environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated PowerPoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.
Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages, telephone conference calls, and IM conversations.
Self-Assessments – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.

Required Reading – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.
Assignments – List and briefly describe assignments here.

CLASS POLICIES AND EXPECTATIONS

I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:

Each student has a LTU email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under "Blackboard Tools", then "Personal Information"** and send an email to me so I can store your address in my email directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software. If you need to submit an assignment via email, contact the instructor in advance.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At midterm and at the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:
- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
- I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
- I will return all assignments to you promptly, and will include individualized comments and suggestions with each assignment.
- I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
- I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.
- If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

A two-credit course generally requires <u>at least</u> six hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 14-week semester (the Summer semester is compressed into 10 weeks) would require at least 84 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 60 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend <u>at least</u>:
  - 8-10 hours preparing your case study review;
  - 24-40 hours working with your group on the three parts of your semester-long project;
  - 8-10 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic can be used to guide you in planning your weekly course work to remain on schedule:
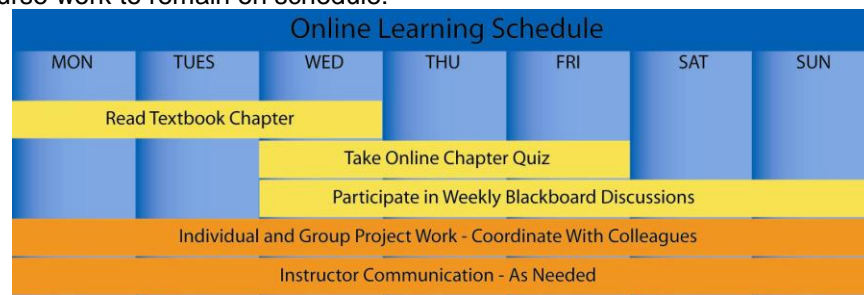
ASSIGNMENT DETAILS

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should not submit any assignments to the Blackboard "Digital Drop Box." All assignments are submitted using the Blackboard "Assignments" or "SafeAssign" function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

SYLLABUS ADDENDA

Please see the LTU Online "Current Students" web site http://www.ltu.edu/ltuonline/ for comprehensive information about Lawrence Tech's academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included as syllabus requirements.

The LTU Online "Current Students" web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the SafeAssign anti-plagiarism product will be used for written assignments submitted for this course.

Please see the instructions included on the LTU Online web site regarding the use of the SafeAssign product.

Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes; and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list.