



**The University of Texas at Arlington
College of Engineering
Department of Civil Engineering**

**CE/CM 5377
Construction Project Management & Job Costing
Course Syllabus
Spring 2018**

Instructor: Dr. Sharareh (Sherri) Kermanshachi
438 Nedderman Hall, Tel: 817-272-6704
Office hours: Thursday 2:00 PM-4:00 PM, Friday: 11:00 AM- 12:00 PM- or by Appointment.
Email: sharareh.kermanshachi@uta.edu

Graduate Teaching Assistant: Thahomina Jahan Nipa, email: thahomina.nipa@mavs.uta.edu, Office Hours: Tuesday: 2:30 to 5:30 PM, Civil Engineering Learning Center in NH 243.

Section Information: CE/CM 5377- Construction Project Management & Job Costing -Section 001 and 101

Time and Place of Class Meetings: Friday, 4:00 PM - 6:50 PM, WH 404

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 Objective: 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: Upon completion of the course, the student will be able to:

- (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

Suggested Course Materials:

- 1) *Construction Accounting and Financial Management*, Third Edition, Steven J. Peterson ISBN-13: 9780132675055
- 2) Handouts, notes, reading assignments, problem solutions and other information are located on the class Blackboard site which will be provided by the instructor.

Descriptions of major assignments and examinations: There will be two exams (one midterm, and one final), one individual project, two team projects and several homework assignments.

Attendance: At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating his or her students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have established the following attendance policy: students are expected to attend all classes. For total professional development, class participation and oral discussions will be encouraged. Everyone is asked to arrive and be seated promptly for duration of class to minimize the disruption to others.

Grading: 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):

Grade	% Required
A	90 -100
B	80-89
C	70-79
D	60-69
F	Less than 60

The breakdown of the final grade for in-class registered students is:

- Assignments and Class Activities 15%
- Midterm Exam 30%
- Term Project 20%
- Final Exam 35%

Team Projects

There will be two team projects this semester. They will be conducted in groups of three or four and the groups will change for the first and second projects. We will focus these projects on real world decision/risk analyses. For online students, the team projects will be defined with smaller scopes and will be conducted individually.

Assignment questions will be uploaded on the Blackboard. Assignments are due at the beginning of the class. No late Assignment will be accepted. For in-class students, hard copy of the assignment is required. On-line students shall upload the assignment on the Blackboard by the deadline.

*Online students should reply to the instructor's emails as soon as possible to answer her questions and facilitate a constant communication. They can also send their questions to the instructor via email.

Make-up Exams: All students must take the exams. Only extenuating circumstances will be accepted as excuse for missing the exam. Health related excuses require medical reports and the signature of a physician that provided treatment.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. See below: <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability www.uta.edu/disability, or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX,*

visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Student Support Services Available: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Civil Engineering Librarian:

Martin Wallace, Engineering Librarian Mailing address:

Central Library, Office Number: 518. Phone: 817-272-3924, Email: martin.wallace@uta.edu

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database

anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Laptop use in the classroom: In order to minimize distraction, the use of laptop and/or any other digital device (except standard scientific calculators) in the classroom is NOT allowed.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Date	Session Topic	Assignment
<i>January 19</i>	Construction Financial Management	
<i>January 26</i>	Construction Accounting Systems Accounting Transactions	Assignment 1
<i>February 2</i>	Depreciation Analysis of Financial Statements	Assignment 2
<i>February 9</i>	Managing Costs and Determining Labor Burden	Assignment 3
<i>February 16</i>	Managing General Overhead Costs	Assignment 4
<i>February 23</i>	Setting Profit Margins for Bidding	Assignment 5
<i>March 2</i>	Construction Industry Institute Finance Publications	
<i>March 9</i>	Midterm Exam	
<i>March 16</i>	Spring Break	
<i>March 23</i>	Profit Center Analysis	Assignment 6
<i>March 30</i>	Cash Flows for Construction Projects Cash Flows for Construction Companies	Assignment 7
<i>April 6</i>	Project Income Taxes	Assignment 8
<i>April 13</i>	Time Value of Money Financing a Company's Financial Needs	Assignment 9
<i>April 20</i>	Financial Decision Making	Assignment 10
<i>April 27</i>	Income Taxes and Financial Decisions	Assignment 11
<i>May 4</i>	<i>Term Projects Final Presentations</i>	Term Project Submission
<i>May 11</i>	Final Exam- 5:00 PM – 7:30 PM	

As the instructor for this course, I reserve the right to adjust the schedule of this course in any way that serves the educational needs of the students enrolled in this course.