SYLLABUS
CE 460
Fall 2011
GFS 116
T 6:30-9:10

Text: Construction Contracting, 7th edition, by Clough/Sears

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   Monday, 4:00 pm- 6:00 pm
   Wednesday, 1:00 pm- 3:00 pm
KAP 239
[213] 810-0325 Cell
shuail@usc.edu

Blackboard: http://blackboard.usc.edu

8/23 Introduction/Industry/Project/Overview
   Chapter 1: The Construction Industry
   Chapter 2: Business Ownership
   Chapter 3: Company Organization

8/30 Autobiographies [with color picture] Due
   Guest Speaker:
   Chapter 4: Drawings & Specifications
   Chapter 5: Estimating & Bidding
   Homework #1 Due:
   1.1-1.4, 1.6-1.8, 1.11-1.15, 1.18
   2.1, 2.3, 2.6, 2.8-2.11

9/5 LABOR DAY – No Classes
Chapter 6: Construction Contracts
Ethics Group #1 Presentation
Quiz #1: Chapter 1-3
Homework #2 Due:
3.1 – 3.6
4.1 – 4.

9/13 Guest Speaker: Jay Fischer – The Catalina Project
Chapter 7: Construction Insurance
Chapter 8: Contracts Surety Bonds
Homework #3 Due:
5.1, 5.4 – 5.7, 5.9, 5.10, 5.12, 5.14, 5.17, 5.19, 5.25, 5.27
6.2, 6.8, - 6.16

9/20 Quiz #2 Chapters 4-8
Chapter 13: Labor Law Management
Chapter 14: Labor Relations
Ethics Group #2 Presentation
Homework #4 Due:
7.1 – 7.9
8.1 – 8.13

9/27 Chapter 9: Business Methods
Ethics Group #3 Presentation

10/4 MIDTERM: Chapters 1-8

10/11 Chapter 10: Project Management & Administration
Ethics Group #4 Presentation
Term Paper Topics Due

10/18 Guest Speaker:
Chapter 11: Project Time Management
Ethics Group #5 Presentation
Homework #5 Due:
9.1 – 1.6
10.1, 10.2, 10.4 – 10.9, 10.12 – 10.14
Quiz #3 Chapter 12 Take Home
10/25  Chapter 12:  Project Cost Management  
        Ethics Group #6 Presentation  
        Term Paper Due  
        Homework #6 Due:  
        11.1 – 11.4, 11.7 – 11.10  
        12.1 – 12.7  
        Take Home Quiz #3 Due

11/1  Chapter 15:  Safety  
        Ethics Group #7 Presentation  
        Quiz #4  Chapters 9, 10, 11, 13, 14 & 15  
        Homework #7 Due:  
        13.1 – 13.11  
        14.1 – 14.3, 14.6 – 14.9, 14.11

11/8  Field Trip  
        Homework #8 Due:  
        15.2 – 15.4, 15.6, 15.7, 15.12 – 15.14

11/15  Term Paper Due  
        Paper/Oral Presentations

11/22  Paper/Oral Presentations

11/24  THANKSGIVING – No Classes

11/29  Class/Teacher/TA/ABET/Evaluations  
        Paper/Oral Presentations

12/13  FINAL:  Chapter 9-15  7-9pm
POLICIES

Examinations:
All examinations will be closed book. Notes will not be allowed. Make-up examinations will be given under extraordinary circumstances only. Missed quizzes will count as zero if prior authorization is not granted. Honor system is observed.

Grading/Values:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Participation</td>
<td>5%</td>
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<tr>
<td>Homework</td>
<td>5%</td>
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<tr>
<td>Midterm</td>
<td>30%</td>
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<tr>
<td>Final</td>
<td>30%</td>
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<tr>
<td>Paper and Oral Presentations</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
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</tbody>
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A- to A+ = > 90%
B- to B+ = > 80% or “Weighted Curve”
C- to C+ = > 70%
D- to D+ = > 60%
F < 59%

**Note: Quizzes cannot be made up without prior authorization from the Professor. Missed quizzes will count as zero.**

Course Content:

A. Objectives:
1. Fulfill degree requirement.
2. Become familiar with Construction Management/Methods.
3. Understand the principles of project management, cost/schedule/methods/terminology, contract administration.
4. Skill development for successful job performance, especially communications, both written and verbal.
5. Ethics comprehension.
6. Teamwork.

B. Instructions:
1. Includes reading assignments, lectures, example problems, homework, examinations, a term paper, an oral presentation and field trips.
2. Intention in lecture is to: focus on key ideas, work example problems, leave less important detail for reading and question asking.
3. Students will be expected to fully participate in classroom discussions and problem solving.
4. Industry speakers will present their views and opinions.
5. Tardiness will not be tolerated.
6. Absences are only excused with prior notification visa e-mail and/or telephone. Three (3) unexcused absences will result in a failure grade.
7. Cell phones, pagers, etc. must be turned off.
C. **Reading Assignments**
   1. Reading Assignments are identified on the course agenda.
   2. It is important to keep up with the reading since it will form the basis for classroom discussions.

D. **Extra Credits:**
   1. Extra Papers
   2. Professional organizational activities and membership in ASCE, AGC, CMAA, EWOB, etc.
   3. Field trips
   4. Seminars, Symposiums Conferences, etc. (Symposium #18, ASCE PSWRC, SPARKS Competition, ASCE National Conference in Memphis Tennessee, CMAA National Conference in Washington, D.C.)

E. **Student Conduct**
   1. Students are Responsible for adhering to “Academic Responsibility.”

F. **Students with Disabilities**
   Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me as early in the semester as possible. Your letter must be specific as to the nature of any accommodations granted. DSP is located in STU 301 and is open 8:30 am to 5:30 pm, Monday through Friday. The telephone number for DSP is (213) 740-0776.

G. **Academic Integrity**
   1. The University, as an instrument of learning, is predicated on the existence of an environment of integrity. As members of the academic community, faculty, students, and administrative officials share the responsibility for maintaining this environment. Faculties have the primary responsibility for establishing and maintaining an atmosphere and attitude of academic integrity such that the enterprise may flourish in an open and honest way. Students share this responsibility for maintaining standards of academic performance and classroom behavior conducive to the learning process. Administrative officials are responsible for the establishment and maintenance of procedures to support and enforce those academic standards. Thus, the entire University community bears the responsibility for maintaining an environment of integrity and for taking appropriate action to sanction individuals involved in any violation. When there is a clear indication that such individuals are unwilling or unable to support these standards, they should not be allowed to remain in the University.” (Faculty Handbook, 1994:20)
   2. Academic dishonesty includes: (Faculty Handbook, 1994: 21-22)
- Examination behavior – any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the teacher.
- Fabrication – any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity.
- Plagiarism – the appropriation and subsequent passing off of another’s ideas or words as one’s own. If the words or ideas of another are used, acknowledgment of the original source must be made through recognized referencing practices.
- Other Types of Academic Dishonesty – submitting a paper written by or obtained from another, using a paper or essay in more than one class without the teacher’s express permission, obtaining a copy of an examination in advance without the knowledge and consent of the teacher, changing academic records outside of normal procedures and/or petitions, using another person to complete homework assignments or take-home exams without the knowledge or consent of the teacher.

3. The use of unauthorized material, communication with fellow students for course assignments, or during a mid-term examination, attempting to benefit from work of another student, past or present and similar behavior that defeats the intent of an assignment or mid-term examination, is unacceptable to the University. It is often difficult to distinguish between a culpable act and inadvertent behavior resulting from the nervous tensions accompanying examinations. Where a clear violation has occurred, however, the instructor may disqualify the student’s work as unacceptable and assign a failing mark on the paper.

H. Return of Course Assignments
Returned paperwork, unclaimed by a student, will be discarded after 4 weeks and hence, will not be available should a grade appeal be pursued following receipt of his/her grade.