**Course:** This course focuses on the methods, processes and information necessary to manage a construction project. Course contents include the study of administrative functions and project delivery methods common in the construction industry. Documentation from project startup through closeout will be covered as well as ethics and professionalism, and written and oral communications in construction.

**Credits:** 3


**Instructor:** Dr. Qian Huang, Assistant Professor

**Office:** Quigley 130A

**Phone:** 618-453-1241

**Email:** qhuang@siu.edu

Please include your course title in the subject of each email.

**Office hours:** TTH 8:00 AM – 11:00 AM or by appointment;

OPEN DOOR POLICY: If my door is open, then please feel free to stop in.

**Lecture:** PULLIAM 0042
Grade details:

- Attendance: 10%
- Quizzes: 10%
- Homework: 20%
- Mid Term: 30%
- Final Exam: 30%

Grading scale:

A: 100 – 90 percent; B: 89 – 80 percent; C: 79 - 70 percent; D: below 69 percent

Course Policies

1. NO ALCOHOL or TOBACCO PRODUCTS ALLOWED IN CLASS.

2. RESPECT EVERYONE. Please do not talk while the other people are talking.

3. Use of the word processor or other technology (e.g., PowerPoint, Excel) is mandatory for all course assignments.

4. Each piece of work must be labeled with your name, date and course number.

5. No late work will be accepted. You are expected to be responsible for your own schedule. If you are going to miss class, please make arrangements prior to this for turning in work early.

6. Each student is expected to participate and to contribute in class discussions. The instructor will try to create and to maintain a successful learning environment.

7. All cell-phones, iPods, video conferencing, and other media devices are to be turned off or muted during class unless they are on an emergency service and you have consulted the instructor prior to the beginning of class.

Academic Dishonesty

Any act of plagiarism will result in automatic failure of the class and may result in dismissal from the program per university policy on such offenses. Any reference material used in assignments must be sourced properly. It is each student’s responsibility to know and comply with the SIUC Student Conduct Code and the policies in the Architecture Student Handbook.

Attendance

Students are expected to attend all lectures. If a class is missed, it is advisable for the student to talk with fellow students about what was missed. The instructor will answer questions about the material but will not cover the material again in a private session with the student. Students are expected to bring their textbook and notebook (and any other items necessary for learning) to every lecture session, unless otherwise instructed by the teacher.
Homework: Late homework is not accepted.

Arrangements made PRIOR to missing class will be taken into consideration. If assignments are posted on D2L system, they will not be accepted after the deadline being passed.

Examinations

In the scheduled class period there will be a Mid-Term exam, **exams cannot be made up if missed.**

Final Examination

There will be an exam during finals week in this class.

Additional Course Policies:

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Here are ways to get information about changes in this course.

**SIU online:** [https://online.siu.edu/](https://online.siu.edu/)

Links to information about ongoing emergencies:
[www.bert.siu.edu](http://www.bert.siu.edu)
[www.dps.siu.edu](http://www.dps.siu.edu)
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<tr>
<th>Week / Dates</th>
<th>TOPICS</th>
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<td>Welcome / General Information</td>
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<td>#1 – Aug 25</td>
<td>Construction Industry / Ethics</td>
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<td>#2 – Aug 30, Sep 1</td>
<td>Understanding Owners / Project Delivery Methods</td>
<td>Fisk Text - Chapter 1,11</td>
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<tr>
<td>#3 – Sep 6, Sep 8</td>
<td>Contract Documents (AIA 101 and AIA 201)</td>
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<td>#4 – Sep 13,15</td>
<td>Contract Documents / Project Scope / Drawings and Specifications</td>
<td>Fisk Text - Chapter 6 &amp; 7</td>
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<td>#5 – Sep 20,22</td>
<td>Project Organization / Roles and Responsibilities / Authority</td>
<td>Fisk Text – Chapter 2 &amp; 15</td>
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<td>#5 – Sep 27, Sep 29</td>
<td>Project Start Up / Preconstruction Meetings</td>
<td>Fisk Text- Chapter 12</td>
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<td>#6 – Oct 4</td>
<td>Internet Based Project Management Systems / BIM</td>
<td>Fisk Text- Chapter 5</td>
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<td>#7 – Oct 6</td>
<td>Transmittals /Excel Logs / Submittals</td>
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<td>#8 – Oct 11</td>
<td>NO CLASS MEETING – Fall Break</td>
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<td>#9 – Oct 13</td>
<td>Mid-Term Exam review</td>
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<td>#9 – Oct 18</td>
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<td>#10 – Oct 20</td>
<td>Guest Lecture: Topic TBD</td>
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<td>#11 – Oct 25</td>
<td>RFI's and ASI's</td>
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<td>#12 – Oct 27</td>
<td>Documentation and Record Keeping</td>
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<td>#13 – Nov 1</td>
<td>Monthly Meetings / Professionalism</td>
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<td>#14 – Nov 3</td>
<td>Schedule of Values / Payment Apps / Line of Credit</td>
<td>Fisk Text- Chapter 17</td>
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<td>#15 – Nov 8</td>
<td>Payment Applications / Partial Release of Liens</td>
<td>Fisk Text- Chapter 17</td>
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<td>#16 – Nov 10</td>
<td>Owner Directed Changes</td>
<td>Fisk Text- Chapter 19</td>
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<tr>
<td>#17 – Nov 15</td>
<td>Change Orders / Unforeseen conditions</td>
<td>Fisk Text- Chapter 19</td>
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<tr>
<td>#18 – Nov 17, Nov 22</td>
<td>Take home assignment</td>
<td>Fisk Text- Chapter 17</td>
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<td>#19 – Nov 24</td>
<td>NO CLASS MEETING – Thanksgiving Vacation</td>
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<td>#20 – Nov 29</td>
<td>Claims / Negotiations and Dispute Resolution</td>
<td>Fisk Text- Chapter 10 / 20</td>
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<td>#21 – Dec 1</td>
<td>Project Close-Out</td>
<td>Fisk Text- Chapter 21</td>
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<td>#22 – Dec 6</td>
<td>Course Summary and Conclusion</td>
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<td>#23 – Dec 8</td>
<td>Final Exam review</td>
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<td>#24 – Dec 12-16</td>
<td>FINAL EXAM – Exam week</td>
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IMPORTANT DATES *
Semester Class Begins: ........................................... 08/22/2016
Last day to add full-term course (without Dean’s signature): 08/28/2016
Last day to withdraw from the University with a full refund: 09/02/2016
Last day to drop a full-term course for a credit/refund: 09/04/2016
Deadline to apply to graduate at the end of this term: 09/16/2016
Last day to drop a full-term course (W grade, no refund): 10/30/2016
Final examinations: ............................................. 12/12–12/16/2016
Commencement: .................................................. 12/17/2016

Note: For more detailed information on the above deadlines, please visit http://registrar.siu.edu/calendars. For add/drop dates that apply to shorter-than-full-term courses, please look at the Schedule of Classes search results at http://registrar.siu.edu/schedule/class/index.php

FALL SEMESTER HOLIDAYS
Labor Day Holiday 09/05/2016
Fall Break 10/08–10/11/2016
Veterans Day Holiday 11/11/2016

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student, or on behalf of the student through the academic unit, and be processed by the Registrar’s office. For the proper procedures to follow when dropping courses and when withdrawing from SIU visit: http://registrar.siu.edu/students/withdrawal.php

INCOMPLETE POLICY ~ Undergraduate only
An INC grade may be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments for the course. An INC must be changed to a completed grade within one full semester (undergraduates), and one full year (graduate students), from the close of the term in which the course was taken or graduation, whichever occurs first. Should the student fail to complete the remaining course requirements within the time period designated, the incomplete will be converted to a grade of F and such grade will be computed in the student's grade point average. For more information visit: http://registrar.siu.edu/grades/incomplete.php

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit more than once. For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Southern Illinois University Carbondale. Effective for courses taken Summer 2013 or later, only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. This policy will be applied to all transferrable credit in that only the last grade will be used to calculate grade point average. Only those courses taken at the same institution are considered repeats under this policy. See full policy at http://registrar.siu.edu/students/repeatclasses.php

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please refer to the graduate catalog at http://gradschool.siu.edu/about-us/grad-catalog/

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must contact DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code http://srr.siu.edu/student-conduct-code/

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: call(618) 453-1492, email siukicares@siu.edu, or http://salukicares.siu.edu/

SIU’S EARLY WARNING INTERVENTION PROGRAM (EWIP)
Students enrolled in courses participating in SIU’s Early Warning Intervention Program might be contacted by University staff during a semester. More information can be found at the Core Curriculum’s Overview webpage: http://corecurriculum.siu.edu/program-overview/

EMERGENCY PROCEDURES
We ask that you become familiar with Emergency Preparedness @ SIU. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and though text and email alerts. To register for alerts visit: http://emergency.siu.edu/

STUDENT MULTICULTURAL RESOURCE CENTER
The Student Multicultural Resource Center serves as a catalyst for inclusion, diversity and innovation. As the Center continues its work, we are here to ensure that you think, grow and succeed. We encourage you to stop by the Center, located in Grinnell Commons, to see the resources available and discover ways you can get involved on the campus. Visit us at http://inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring: http://tutoring.siu.edu/
Math Labs: http://math.siu.edu/courses/course-help.php

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit: http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

MILITARY COMMUNITY
There are complexities of being a member of the military community and also a student. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate academic life. If you are a member of the military community and in need of accommodations please visit Veterans Services at http://veterans.siu.edu/

Additional Resources:
ADVISEMENT: http://advisement.siu.edu/
SIU ONLINE: https://online.siu.edu/
SALUKI SOLUTION FINDER: http://solutionfinder.siu.edu/
MORRIS LIBRARY HOURS: http://libguides.lib.siu.edu/hours

Syllabus Attachment
Fall 2016
Office of the Provost: http://pvcaa.siu.edu/

Fall 2016 R O'Rourke