



TMGT 454.01W Contracts & Specifications
Course Syllabus: Fall 2014
Web Based

Instructor: Dr. Karl Zimmerman, Ph.D., P.E.
Adjunct Professor
Department of Engineering & Technology

Office Hours: This is a web based course. Instructor will be available via email throughout the day, Monday – Friday and on the weekends. Times will vary but email will be checked on a regular basis.

Email Address:

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required: Collier, Keith. (2001). **Construction contracts** (3rd ed.). Upper Saddle River, New Jersey: Prentice-Hall, Inc. ISBN 0-13-755927-5.

Supplementary Readings:

1. Texas Board of Professional Engineers. (2012). **Texas Engineering Practice Act and Rules Concerning the Practice of Engineering and Professional Engineering Licensure.**
http://engineers.texas.gov/downloads/law_rules_31011.pdf
2. American Society of Civil Engineers. (2011). **The ASCE Code of Ethics: Principles, Study, and Application** <http://www.asce.org/uploadedFiles/Ethics/Principles-Study-Application/ASCE-Code-Of-Ethics-2012-low-res.pdf>

Course Description:

Principles and analysis of construction contracts and specifications. Additional aspects of construction management will be included. Prerequisites: BA 301.

Student Learning Outcomes:

1. Learn professional and ethical responsibilities.
2. Study different kinds of construction contracts and will understand why one kind of contracts should be used rather than another.
3. Understand potential possibilities of construction disputes and how to predict, prevent, avoid, and resolve them.
4. Learn how to review and make construction contracts and specifications.

Course Grading

Homework: 15%
On-line discussion and/or approximately 15 quizzes: 20%
Midterm exam: 30%
Final exam: 35%

Grading Scale

90-100%: A
80-89%: B
70-79%: C
60-69%: D
<60%: F

Late Assignment Policy

A grade of "0" will be assigned to late assignments, unless prior arrangements are worked out with the instructor. The instructor has the final decision on whether late work will be accepted. Late penalties will be assessed to any approved late work.

TECHNOLOGY REQUIREMENTS

This is a web based course. The following technologies will be required for this course.

- Internet access / connection – high speed recommended (not dial-up)
- Microsoft Word

ACCESS AND NAVIGATION

This course is delivered by Texas A&M University – Commerce through the eCollege course management system. To get started with the course, go to:

<https://leo.tamuc.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

The communication tools used in this course will be Email and eCollege Announcements. Students should communicate with the instructor through the course email tool or directly to the email address provided in this syllabus. The instructor will communicate with students via email through their myLeo email address. Students can expect to receive a response to emails within 48 hours after the email was sent to the instructor. In most cases, the response time will be shorter.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. The HelpDesk can be reached by at helpdesk@online.tamuc.org or by calling (toll-free) 1-866-656-5511.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Academic Dishonesty

Texas A&M University-Commerce will not condone plagiarism in any form. Plagiarism represents disregard for academic standards and is strictly against University policy. Plagiarized work can result in a “0” on a given assignment(s) or an “F” for the course as well as further administrative sanctions permitted under University policy. You may discuss course work and other course materials with fellow students (except during tests), but it is inappropriate to have another student do your course work or provide you with any portion of it.

Guidelines for properly quoting someone else’s writings and the proper citing of sources can be found in the APA Publication Manual. If you do not understand the term “plagiarism”, or if you have difficulty summarizing or documenting sources, contact your professor for assistance.

University Specific Procedures:

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from the Student Guide Handbook*).

Students are expected to attend all class periods and to be prepared for each class. Students are expected to refrain from any disruptive behaviors during class, which includes but is not limited to working on assignments/projects from another course, reading non-course materials, or using the computer for non-class purposes. Cell phones and other electronic devices should be turned off during class.

Course Schedule (following schedule is subject to change)

Week	Weekly Contents	Reading Assignments
1	- Understand course objectives, attendance, grading policy and academic honesty/ plagiarism. - The nature of contracts	Chapter 1.1
2	- Professional and ethical responsibilities	See supplementary reading material
3	- Construction contracts	Chapter 1.2
4	- Stipulated-sum contracts	Chapter 1.3
5	- Cost-plus-fee contracts	Chapter 1.4
6	- Unit-price contracts	Chapter 1.5
7	- Contracts with quantities	Chapter 1.6
8	- Other conditions of contracts - Mid-term exam	Chapter 1.7
9	- Subcontracts and supply contracts - Arrangements of contracts for construction	Chapter 1.8 Chapter 1.9
10	- Design-build contracts - Documents for contracts	Chapter 1.10 Chapter 2.1
11	- Bidding for contracts - Negotiating construction contracts	Chapter 2.2 Chapter 2.3
12	- An introduction to administration of contracts - Information for contract administration and construction	Chapter 3.1 Chapter 3.2
13	- Administration of contracts - Claims and disputes	Chapter 3.3 Chapter 3.4
14	- Changes in the work of contracts - Contract time	Chapter 3.5 Chapter 3.6
15	- Completion of contracts and payments - The uncovering and correction of work in contracts	Chapter 3.7 Chapter 3.8
16	Final exam	