



TMGT 454.001W CONTRACTS AND SPECIFICATIONS COURSE SYLLABUS: FALL 2015

Instructor: Debbie Kim, Assistant Professor

Office Location: AG/IT 216

Office Hours: (MW) 12 pm – 2:30 pm

Office Phone: (903)-886-5471

Office Fax: (903)-886-5199

University Email Address: Debbie.Kim@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 11 am – 4 pm on Monday through Friday except during weekends. Emails received during weekends will be answered on the following Monday.

COURSE INFORMATION

Textbook(s) Required:

Textbook

Jimmie Hinze. (2011). **Construction contracts** (3rd ed.). The McGraw-Hill Companies, Inc.

ISBN-13: 978-0-07-339785-6 ISGN-10: 0-07-339785-7

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>

Syllabus/schedule subject to change

Course Description

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

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Understand professional and ethical responsibilities
2. Identify and describe different kinds of construction contracts and understand why one kind of contracts should be used rather than another in certain cases
3. Understand potential possibilities of construction disputes and how to predict, prevent, avoid, and resolve them
4. Review and make construction contracts and specifications

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

1. This course is an *instructor-led* fully online course. This means students should follow a schedule of the course specified by the instructor.
2. All communications will be made via announcements and discussion boards on MyLeo or via emails.
3. All course materials and lecture notes will be provided on MyLeo.
4. You will be asked to submit all assignments online.
5. You need to complete quizzes and exams whenever available on the course website.
6. Students' grades for assignments, discussions, quizzes and exams will be posted on MyLeo.

Student Responsibilities

It is a student's responsibility to log in to MyLeo in a timely manner to read announcements, access necessary course materials, submit assignments and answer quiz questions whenever required. Students can set up their MyLeo account such that they will receive notifications via emails and/or text messages from MyLeo when there are new updates on our course website. For more details about how to access the course website, read all the subsections of Section ACCESS AND NAVIGATION in page 4 of this syllabus.

GRADING

Grading Scale

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

Student's final grade will be assessed based on the following:

1. Assignments 15 %
2. Online discussions and quizzes 20%
3. Midterm exam 30%
4. Final exam 35%

TECHNOLOGY REQUIREMENTS

- To fully participate in enhanced courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)
http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later)
<https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical)
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx). <http://www.tamuc.edu/myleo.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 or helpdesk@tamuc.edu.

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course

Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support

Go to the following link [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/)- created to serve you by attempting to provide as many resources as possible in one location.
<http://www.tamuc.edu/admissions/onestopshop/>


Go to the following link [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/)- focused on providing academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

Because this course is a fully online course, students will communicate with the instructor via announcements and discussion boards on MyLeo and via emails.

When you send emails please add "[Course Prefix and #-Section#]" in the subject title so that I recognize which course and section you are inquiring about. For example, add [TMGT454-001] in the subject title for emails about the Contracts and Specifications course. Please be as specific as possible in describing subjects and/or concepts you need more assistance from me.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Assignment and Exam Policy

1. All assignments should be submitted electronically using Dropbox on the course website of MyLeo.

2. No late assignment will be graded unless a permission was given in advance. If a late submission was allowed, 50 % of the full grade will be awarded for this submission.
3. All exams and quizzes should be completed using Quiz on MyLeo.
4. No submission of exams or quizzes will be accepted outside MyLeo.
5. No late submission is allowed for exams and quizzes under any circumstances.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures:

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 current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

ADA Statement

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

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**TMGT 454 CONTRACTS AND SPECIFICATIONS
COURSE OUTLINE / CALENDAR**

Week	Subjects	Reading
1 (8/31 – 9/4)	Description of the Construction Industry Construction Contracting Methods	Chapter 1 Chapter 2
2 (9/7 – 9/11)	The Nature of Contracts Issues Concerning Real Property	Chapter 3 Chapter 4
3 (9/14 – 9/18)	Agents Forms of Organizations	Chapter 5 Chapter 6
4 (9/21 – 9/25)	Contract Disputes and Torts Surety Bonds	Chapter 7 Chapter 8
5 (9/28 – 10/2)	The Bidding Phase	Chapter 9
6 (10/5 – 10/9)	Construction Contract Documents Unit Price, Cost-Plus, and Lump Sum Contracts	Chapter 10 Chapter 11
7 (10/12 – 10/16)	Changes and Changed Conditions Midterm Exam (available from 10/16 – 10/21)	Chapter 12 Chapter 13
8 (10/19 – 10/23)	Matters of Time	Chapter 14
9 (10/26 – 10/30)	Payments Warranty	Chapter 15 Chapter 16
10 (11/2 – 11/6)	Construction Insurance	Chapter 17
11 (11/9 – 11/13)	Subcontractors and Subcontracts	Chapter 18
12 (11/16 – 11/20)	International Construction Contracts Methods of Dispute Resolution	Chapter 19 Chapter 20
13 (11/23 – 11/27)	Professional Ethics Construction Safety	Chapter 21 Chapter 22
14 (11/30 – 12/4)	Labor Relations in Construction	Chapter 23
15 (12/7 – 12/11)	Course Review	
16 (12/14)	Final Exam	