**Important Note:** You must complete a minimum of 400 hours of verifiable work experience prior to enrolment in this course. The work experience must be in construction management. Examples include field operations, project controls, estimating, scheduling, cost control, or similar activities. Labor/crafts/drafting work does NOT satisfy the work experience for this course.

**General**
- **Course Instructor:** Mr. John Alvarez
- **Course Time:** Online Format (Blackboard System)
- **Office Hours:** By appointment
- **Contact Information:** Email through Blackboard

**Course Description:**
This course provides an intensive writing experience as each student submits a formal technical report describing his/her internship work experience and his/her observations regarding safety and ethical issues.

**Course Prerequisites:**
CNST 2351 (Estimating-I)

**Textbook:** None

**Learning Objectives:**
Upon the completion of the course students will demonstrate the ability to:

1. Prepare a formal technical report.
2. Demonstrate the ability to meet deadlines for specified milestones.
3. Provide examples of lessons learned regarding ethics and safety issues.
4. Show proof of work experience in typical CM employment.

**Report Format:**
To successfully complete this course, you must submit a report describing your work experience. The report format is: a bound, 15-20page, typed, size-12, Arial, single spaced, 1-inch margin all sides. The report must contain the following eight sections:

1. **Cover Page:** Report title, author's name, course number, university name, instructor's name, and date.
2. **Table of Contents:** headings/subheadings and page numbers. See "Table of Contents" of any textbook for guidance.
3. **Company Profile:** describe your employer's type of business and specify its construction sector, annual volume of work, number of employees, years in the business, org-chart, etc.
4. **Project Assignment:** Describe the project(s) on which you worked and specify size, features, challenges, start and finish dates, and budget.
5. **Duties and Responsibilities:** Describe the functions/duties/responsibilities given to you during this experience and include supporting documents to substantiate your statements (i.e., graphs, photos, figures, etc).
6. **Examples of Safety and Ethics Learned:** Describe a few good examples of safety and ethics issues you witnessed and learned from during your work experience. Specific incidences that you experienced must be described and text will include location and context of the events. Additional lesson learned topics are also required for inclusion in your report.
7. **Concluding Remarks:** Summarize the skills and knowledge you gained from this construction experience and specify ways to improve such benefits for other future students. In other words, what would you change if you were to repeat this experience?
8. **Appendices:** Proof of employment, project photos, project charts, and other supporting materials.
Deadline Dates and Scoring Scale- *(See Blackboard for exact dates & times)*

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<thead>
<tr>
<th>No Later Than Week #</th>
<th>Report Section/Progress</th>
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<tbody>
<tr>
<td>2</td>
<td>- Report Outline (The outline should be with bullet points which effectively communicates the discussion points will be covered in your report) for Instructor Approval (10%)</td>
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<tr>
<td>8</td>
<td>- First Draft Review by the Writing Center/Lab (15%) – Proof is required. The Writing Center requires 2 weeks advance notice to schedule an appointment. It is the student responsibility to plan ahead.</td>
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<tr>
<td>10</td>
<td>- First Draft Submitted to Instructor (25%)</td>
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<tr>
<td>14</td>
<td>- Final Draft that Incorporated Instructor's Feedback (50%)</td>
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**Report Grading:**
Your report will be evaluated based upon the following elements:
- Effective use of the English language. (25%)
- Technical Report formatting (note: this is not an essay) (25%)
- Robustness of content. (25%)
- Inclusion of supporting data including photographs. (25%)

**Penalty of 50% of the points assigned to the above deliverables will be imposed for missing any of the above deadlines!**