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.

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:

C or better in CNST 2351.

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, 15-20 page, 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)

<table>
<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!

**Academic Honesty**
The instructor reserves the right to adjust letter grades, upward only, based on individual attendance and class participation if numerical grade warrants such consideration. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from The University. Since dishonesty harms the individual, all students, and the integrity of The University, policies on scholastic dishonesty will be strictly enforced.

**Assignment and Exam Policy**
Exams will include material covered in class discussions, Power Point presentations and assignments. Late Exams / Quizzes / Homework will not be accepted after the due date. Exam make-ups will be given only in the event of a verified emergency or doctor-verified sickness unless otherwise agreed to in advance by the Instructor. Assignments/Homework/Exams accepted late will lose a minimum of one letter grade. The student is responsible for all reading assignments and class handouts whether or not covered in class or listed on the syllabus.
The last day of class is the deadline for students to verify their grades and the accuracy of their score. After this deadline, there will be no consideration for any changes.

**University Counseling and Psychological Services**
Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (UH main campus [www.uh.edu/caps](http://www.uh.edu/caps), or UH Sugar Land campus [http://www.uh.edu/DSAES/UHSUGARLAND/](http://www.uh.edu/DSAES/UHSUGARLAND/) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus.
UH main campus: [http://www.uh.edu/caps/outreach/lets_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html)
UH Sugar Land campus: [http://www.uh.edu/DSAES/UHSUGARLAND/](http://www.uh.edu/DSAES/UHSUGARLAND/)
**Classroom Behavior**
High level of professionalism in the classroom is expected. The instructor has the right to set the rules in his/her classroom. A student does not have the right to make changes to the instructor’s way of managing the classroom. Disruptive behaviors, such as excessive talking, arriving late to class, and using unauthorized electronic devices during class is not permitted. Repetitive and seriously disruptive behavior may result in removal from class in accordance with policies and procedures set by the Dean of Students Office.

**Course/Instructor Evaluation**
A Start -Stop-Continue survey and a course/instructor evaluation will be conducted at the middle and the end of this semester. Any suggestions you have on improving the course, however, are welcome throughout the semester.

**Students with Disabilities**
University of Houston provides, upon request, appropriate academic adjustments for qualified students with disabilities. Any student with a documented disability (physical or cognitive) who requires academic accommodations should contact the Center for Students with Disabilities (713/743-5400) for more assistance.
For detailed information about Disabilities, Religious Holy Days, the Academic Calendar, and Academic Honesty, and other information, please visit the following website:
http://www.uh.edu/provost/policies/student/resources/.