

# Course Policy, Procedures, and Syllabus

## *Building Construction Program, Georgia Institute of Technology*

<b>Course Title:</b>	Construction Contracting
<b>Course No:</b>	BC2600
<b>Prerequisites:</b>	BC Student in good standing
<b>Semester/Year:</b>	Fall 2010
<b>Instructor(s):</b>	Professor Charner Rodgers
<b>Assistant (if any):</b>	TBD
<b>Office:</b>	College of Architecture Annex (Building Constructing/GIS Building)
<b>Office Phone:</b>	404-894-3642
<b>E-mail Address:</b>	Charner.rodgers@yahoo.com
<b>Office Hours:</b>	By Appointment
<b>Required Textbooks:</b>	Hinze, J. Construction Contracts, Second Edition, ISBM 0-07-232172-5
<b>Recommended Readings:</b>	Various construction contracts as given by instructor
<b>Course Description, Goal, and Objectives:</b>	Introduce students to Construction Contracting, using domestic and international contracts

### Assignment and Evaluation:

Final grades will be based on an aggregate point total for exams, papers, quizzes, classroom participation, and/or projects. **Grades will not be curved.** Course grading is as follows:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
90% and above	80%-89%	70%-79%	60%-69%	<60%

**Points:** The following table summarizes the points for this course. Group presentations will be graded for the entire group, and evaluation of individual team members will become part of the final grade. Make-up exams/presentations are not allowed for any reason. All homework, projects, tests and exam grades will become final one week after they are returned in class. Class participation (discussion and quizzes) will contribute to the final grade. The final exam and project presentation/report are comprehensive.

	<b>Points</b>	<b>Percent</b>
Class Attendance and Participation	100	10
Quiz average	300	30
Breathers	200	20
Exam Average	400	40
<b>TOTAL</b>	<b>1,000</b>	<b>100%</b>

## Course Syllabus

Class	Date	Topic or Subject	Text/Topic/Reading Assignments	Professor/ Guest Speaker	Homework/Project Due Date	Other
1	1	24-Aug	Introduction- The Industry	Chapter 1		
2	2	26-Aug	Breather Exercise	Chapter 2		
3	3	31-Aug	Contracting Methods	Chapter 2 Albert Shelby	Breather Exercises	
4	4	2-Sep	The Nature of Contracts	Chapter 3		
5	5	7-Sep	<u>Quiz 1</u> / Real Property	Chapter 4	<u>Quiz 1</u> covers Chapters 1-3	
6	6	9-Sep	Agency	Chapter 5		
7	7	14-Sep	Forms of Organizations	Chapter 6		
8	8	16-Sep	Exam 1/ Surety Bonds	Chapter 8	Exam I covers Chapters 1-6	
9	9	21-Sep	The Bidding Phase	Chapter 9		
10	10	23-Sep	Contraction Contract Documents	Chapter 10		
11	11	30-Sep	Breather Exercise			
12	12	5-Oct	<u>Quiz 2</u> / Unit Price, Cost Plus and Lump Sum Contracts	Chapter 11	Breather Exercise <u>Quiz 2</u> covers Chapters 8, 9 & 10	
13	13	7-Oct	Changes	Chapters 12		
14	14	12-Oct	Exam 2		Exam 2 Chapters 8-12	
15	15	14-Oct	Changed Conditions	13		

16	16	19-Oct	<b>Holiday</b>			
17	17	21-Oct	Time	Chapter 14		
18	18	26-Oct	<b>Quiz 3 / Payments</b>	Chapter 15	<b>Quiz 3</b> covers Chapters 13, 14	
19	19	28-Oct	Warranty	Chapter 16		
20	20	2-Nov	Construction Insurance Methods	Chapter 17		
21	21	4-Nov	Subcontractors and Subcontracts	Chapter 18		
22	22	9-Nov	<b>Quiz 4</b> International Construction Contracts	Chapter 19	<b>Quiz 4</b> covers Chapters 15 - 18	
23	23	11-Nov	Breather Exercise			
24	24	16-Nov	Contract Disputes and Torts	Chapter 7	Breather Exercise	
25	25	18-Nov	Methods of Dispute Resolution	Chapter 20		
26	26	23-Nov	Professional Ethics	Chapter 21		
27	27	25-Nov	Construction Safety	Chapter 22		
28	28	30-Nov	Labor Relations in Construction	Chapter 23		
29	29	2-Dec	<b>Final Exam Covers Chapters 1-23</b>			
30	30	7-Dec	<b>Last Day of Class</b>		<b>Final Exam Due</b>	

## COURSE POLICIES

In the following policies, 'you' indicates the 'student' and 'instructor' means 'faculty' or 'professor.'

**Policies and Expectations:** This course will be an intense and sometimes frustrating educational experience; it is necessary that we all contribute to its success by following the course policies. You should not only be in class, but also strive to participate in class discussions when appropriate.

**Assignment Deadlines:** All assignments given are due on the date indicated. All students are expected to complete any and all assignments given. The instructor reserves the right to modify assignments as necessary. You will not receive credit for late assignments (homework, projects, readings, and others). However, the instructor will accept and correct these assignments, in order to provide you with feedback that will be beneficial in the learning process. **NO EXCEPTIONS.**

**Class Attendance Policies:** Attendance is mandatory for all class lectures, labs, site visits, and exams, unless you are ill or officially excused by the instructor as the result of participation in a university function. There are no "free cuts" permitted and there will be a penalty (as decided by the instructor) for not attending the class. If you attend fewer than 75% of the scheduled class meetings, you will not receive credit for the course. Any student arriving late for class or leaving early from class will be counted as absent from that class period. This policy is in your best interest, since attendance is essential for understanding some of the complex reasoning processes covered in this course which is critical for doing well in this class. In the case of unavoidable absences, you are responsible for making up the work done in class. It is not the instructor's responsibility to provide the student with that information outside of class. It is your responsibility to obtain any missed information or handouts given in class from a classmate and you should exchange phone numbers or e-mail addresses with other students in the class to better facilitate note sharing, etc. No companions, friends, family, or pets are permitted in class.

**Methods of Communicating:** You can submit all written work to the instructor in class, in hard copy or by e-mail, if allowed by the instructor (the assignment must be received by the deadline given). You can also ask questions and ask for clarification by e-mail, in class, or by visiting the instructor by appointment at his/her office. Students are not permitted to discuss grades with the instructor via e-mail, only in-person.

**Method of Instruction:** The course may consist of a combination of lectures, discussion, guest speakers, site visits, videos, presentations by industry professionals, labs, and teamwork.

**Readings, Preparation and Participation:** The reading assignments, problems cases and discussion forums are an integral element of the course. Students are expected to complete readings and other assigned work prior to each class, in order to fully participate in the discussion. Learning is approached as a participatory process, which benefits from student/teacher and student/student interaction. The lectures may not explicitly follow the

assigned book reading, but are designed to bring together diverse information from various sources.

**Field Trips:** Field trips visits are mandatory and are meant as an enrichment experience. Field trip locations will be announced prior to the scheduled visit. It is the student's responsibility to wear hard-toed shoes, hard hats, protective eye cover (on certain sites) and long trousers/slacks during the field trip. Students are required to fill out and sign the Georgia Tech's "Release and Waiver of Liability" form, as well as any other forms required by the company whose site is being visited.

**Laptop/Handheld Computer Use:** Laptop/handheld computers may be used in class to take notes ONLY, but not for other purposes, such as e-mail, Web site searches, chat, or other personal uses. Students using computers during class for work not related to that class must leave the classroom for the remainder of the class period. Abuse of this policy will result in the prohibition of laptop use by this student.

**Cell Phones:** All communication devices must be turned off in the classroom. The use of cell phones, beepers, or other communication devices is disruptive, and is therefore prohibited during class. No personal listening devices or personal transportation devices are permitted.

**Make-up Exams:** There will be no make-up exams under any circumstances, except medical reasons. Provide your instructor with a letter from your medical doctor to schedule a make-up exam.

**Food and Drink in the Classroom:** Students are not allowed to bring food or drinks into classroom unless approved by the instructor.

**Class Discussions:** Your active and productive participation in class discussions is encouraged. Various viewpoints and opinions are encouraged and welcome. Questioning the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise his/her responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. If your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

**Instructor's Absence or Tardiness:** If the instructor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions the instructor may give you about an anticipated absence or tardiness.

**Plagiarism:** Students are expected to do their own work in this course. To use another writer's or speaker's ideas without giving proper credit by means of standard documentation is plagiarism. All course papers, notes, homework, and projects submitted to the instructor are subject to textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database for the purpose of detecting plagiarism of such papers. The instructor will follow the Institute's policy for plagiarism.

**Academic Misconduct/Honor Code:** Students in this course are responsible for behaving in accordance with the Georgia Tech Academic Honor Code. The Institute Student Honor Code is printed in the Georgia Tech General Catalog, as well as available on the Web at: [www.honor.gatech.edu](http://www.honor.gatech.edu).

**Disabilities:** Any student that may need an accommodation for any sort of disability should contact the ADAPTS Office: Assistant Dean/Coordinator for Students with Disabilities, Smithgall Students Services Building, Suite 221. The phone number is (404) 894-2564.

**Computer Specifications:** For information on computer specifications to meet Georgia Tech standards, visit [www.coa.gatech.edu/computing/comp\\_specs.htm](http://www.coa.gatech.edu/computing/comp_specs.htm). Internet access is required for this course, as is an e-mail account for communication with the instructor.

**Policy Changes:** Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

**Supplemental Policies:**

The following supplemental policies (if any) will supersede the previous policies listed above, at the discretion of the instructor.