

Course Policy, Procedures, and Syllabus

Building Construction Program, Georgia Institute of Technology

Course Title:	Senior Project
Course No:	BC 4630
Prerequisites:	Senior Classification; BC3600; BC3610; BC3620, and BC3630 all with Minimum Grade of D.
Semester/Year/Room:	Spring 2011, Room: M/W Arch West 260
Class Meeting Times	Mondays 6:05pm – 6:55pm, Wednesdays 6:05pm – 7:55pm
Instructor(s):	Javier Irizarry, Ph.D., P.E.
Assistant (if any):	Masoud Gheisari
Office:	Dr. Irizarry: College of Architecture Annex (Building Constructing/GIS Building), Room 112
Office Phone:	Dr. Irizarry: 404-385-7609
E-mail Address:	Dr. Irizarry: javier.irizarry@coa.gatech.edu , Masoud: masoud@gatech.edu
Office Hours:	Dr. Irizarry: Mondays and Wednesdays 10:30am-11:30am and 1:30pm-2:30pm, Tuesdays and Thursdays by appointment. Masoud: TBD
Required Textbooks/Readings:	Senior Project Handbook, Fall 2011 Edition
Recommended Readings:	All textbooks used for BC courses
Course Description, Goal, and Objectives:	<p>This project course is the application of course materials covered in the four-year curriculum to an actual construction project with a simulated business construct. Project includes developing a company organization, preparing a bid on a construction project approved by the course professor, executing all documents necessary to create the company, create a project management plan, and complete documents typical for a construction contract. At the end of the course students would have;</p> <ol style="list-style-type: none"> 1) Developed a company structure and identity with one of the accepted legal structures. 2) Performed a detailed estimate of the project assigned and prepared relevant forms for bidding work based on the estimate. 3) Developed a site-specific safety plan appropriate to the scope of work their company would undertake. 4) Created a set of comprehensive contract documents relevant to the project assigned. 5) Professionally presented their approach to the project in a forum simulating an interview with an owner.

Evaluation:

Final grade: is determined by panel member's assessment (80%) and progress throughout the semester (20%) which is based on attendance, HW, meeting deadlines, and timely submittal of required information. Discussions concerning grades will be done *in person only*. Instructor will not discuss grade information through email. When working on the senior project the student should remember that panelists who work in the industry ultimately grade the projects. These panelists probably will not know the students and can only grade the project on what is submitted and on each student's performance during their defense. Therefore, the projects must be well organized, well written, and extremely well presented. Course grading is as follows:

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

Course Schedule*

Date	Topic or Subject	Assignments and/or Readings, Notes
8-22(M)	Senior Project Meeting - (mandatory): Introduction and Participant Survey	HW1: Read Course Handbook (no deliverable but be ready to ask questions next class)
8-24(W)	Work Session-Team Building	HW2: Team Name and Identity Description
8-29(M)	Senior Project Meeting -Project Briefing Part 1 - Overview	Study Project Documents and Review Handbook, HW3: Senior Project Schedule
8-31(W)	Senior Project Meeting-Business Structure and Contracting Issues Assignment	HW2: Due, HW4: Business Structure
9-5(M)	NO CLASS – Labor Day	
9-7(W)	Senior Project Meeting-Business structure (student group presentations), Time Sheets Due by 5:00pm	HW3 Due: Weekly Schedule, HW4 Due: Business Structure Presentations
9-12(M)	Senior Project Meeting- Project Briefing Part 2 – Building (John Duong, GT Facilities)	
9-14(W)	Work Session-Open, (Panel Discussion, Tentative) Time Sheets Due by 5:00pm	HW5: Review On-Screen Takeoff Tutorials (No deliverable)
9-19(M)	Senior Project Meeting-Quantity survey and estimating issues (guest speaker presentation)	
9-21(W)	Senior Project Meeting- Business structure check, Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work
9-26(M)	Senior Project Meeting-Planning and scheduling issues (guest speaker presentation-Amanda Atkinson, Callie Smith, Holder Construction),	
9-28(W)	Work Session-Open, Time Sheets Due by 5:00pm	
10-3(M)	Senior Project Meeting-Safety issues (guest speaker presentation-Daniel Maxson, New South Construction)	Be ready with question about site safety and project specific safety plans.
10-5(W)	Work Session- Legal issues (contracts) check, Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work
10-10(M)	Senior Project Meeting- Economics and risk analysis (guest speaker presentation)	
10-12(W)	Work Session- Estimating Progress Check 1 (Focus on QTO and WBS), Time	Be ready to show PDF or

	Sheets Due by 5:00pm	electronic version of work Mid Term Course Survey
10-17(M)	NO CLASS – Fall Break	
10-19(W)	Work Session-Planning and Scheduling Check 1 (Focus on Activity List), Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work
10-24(M)	Work Session-Safety Check	Be ready to show PDF or electronic version of work
10-26(W)	Senior Project Meeting-Review of Final Presentation Requirements, Time Sheets Due by 5:00pm	
10-31(M)	Work Session-Open– Team Work	
11-2(W)	Work Session-Site Organization Check, Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work
11-7(M)	Work Session- Open – Team Work	
11-9(W)	Work Session- Estimating Progress Check 2 (Focus on Costs and General Conditions, Cash Flow and Pay apps), Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work
11-14(M)	Work Session- Open – Team Work	
11-16(W)	Work Session-Planning and Scheduling Check 2 (Focus on Durations and Logic), Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work
11-21(M)	Work Session-Finalize Binders	
11-23(W)	Work Session-Final Binder Review- Time Sheets Due by 5:00pm	Be ready to show PDF or electronic version of work-Final Binder
11-28(M)	Senior Project Review Period-Industry panelists-Students deliver to panelists offices (coordinate time with panelists)- Last Time Sheets Due by 5:00pm online and also included in binders	Deliveries start on Monday as coordinated with your Panel Members
11-30(W)	Senior Project Review Period-Industry panelists-Students deliver to panelists offices (coordinate time with panelists)	Projects to be returned to the BC office by Friday at 5pm
12-5(M)	Project Defense (tentative)	
12-7(W)	Project Defense (tentative)	
12-12 to 16	Course Debrief (Mandatory)(on day and time corresponding to Final Exam)	

***Subject to change with advanced notice.**

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 discussion, guest speakers, presentations by industry professionals, lab time, 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.

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. (See supplemental policies for additional information)

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. (See supplemental policies for additional information)

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.

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. Internet access is required for this course, as is an e-mail account for communication with the instructor.

Recommended and/or Required Applications: The School of Building Construction has secured student access to AIA Documents Software to be used for the Construction Contracts Requirement of the project. Use of AIA docs is required. On-Screen Take off is also available for the estimating portion as well as Cost Works Books and CD of the program. Use of these applications for estimating is recommended but not required. Information about AIA docs and On-Screen Takeoff is available in the Handout Section in T-Square.

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.

Refer to the Senior Project Handbook for details about your responsibilities during this course. Students are required to provide progress reports during all scheduled meetings. Students shall also prepare and maintain a schedule that shows milestone dates for the major portions of their Senior Projects. Student-established milestone dates will be confirmed during the semester as directed by the Course Professor. Inadequate progress on the part of the student, as determined by the Course Professor, shall result in the student being placed on Probation. If a student on probation does not address deficiencies within a one-week period, the student may be asked to leave the course. Students not attending scheduled meetings may receive an "I-Incomplete" for the course, and be required to register for the course in the following semester. Communication with the Course Professor shall at all times be professional in nature. Only professionally prepared and complete Senior Projects will be accepted at the end of the term. Project will not be returned at the end of the course, so plan accordingly and make copies as appropriate.

Course Management:

T-Square will be used for managing this course-**check daily**. All communications will be done using this system. Electronic communication by any other means will not be accepted. All student submittals to be uploaded to T-Square (timesheets, signoff sheets, assignments) unless otherwise noted or instructed. It is student's responsibility to review posted materials and have required computer equipment to access course material on T-Square. **Do not report issues to instructor** - should you have technical issues visit the T-Square Online Support Center at <http://info.t-square.gatech.edu/faq> Most questions can be answered by searching the knowledge base topics, and live support is also available 24 hours a day. Allow **24 hrs** for a reply to your forum posting or e-mail message (in some cases I will respond before, but this is not guaranteed). **E-mails that are received after 2:00pm on Friday will be answered on the following Monday.**

Progress:

Student must meet all progress check deadlines published on the course calendar. Failure to comply with this requirement shall result in instructor-initiated withdrawal from the course resulting in W (if before drop date) and WF (if after drop date) on student transcript.

NO EXCEPTIONS – NO EXCUSES – NO EXTENSIONS**Appeals:**

A student who wishes to appeal his/her grade has the right to fair consideration. If a student wishes to appeal their grade, they must submit the appeal in writing to the course professor within 24 hours of the conclusion of the Senior Project Defense, or by noon on the following Monday when the Defense is conducted on a Friday or prior to a University Holiday. A signature, date & time, and comment block must appear on the title page of the appeal to allow for the signature of the course professor. Also include a check box for "Proceed with Appeal," adjacent to the signature block. The course professor's signature does not approve the appeal, but merely acknowledges that the appeal process is underway with his/her knowledge. Include a one-page statement justifying the appeal. Include to the greatest extent possible, details supporting your appeal (e.g. specific dates, times, worksheets, electronic files, names. etc.). The

written appeal must be prepared in word-processed form (11-point Times New Roman font, 1" margins at top and bottom, 1.25" margins on left and right, pages must be numbered, all supporting materials must be attached (except the Senior Project), single spaced text, all enclosures numbered sequentially and listed on the page after the title page). The title page must include the following information: Student Name, Semester, "BC 4630 APPEAL," University Name, Name of Course Professor, and Defense Date and Time.

The signed appeal package must be submitted to the School of Building Construction Chairperson during an appeals meeting that is held within 48 hours of the conclusion of the Senior Project Defense, or by Noon on the following Monday when the Defense is conducted on a Friday or prior to a University Holiday. Additional recourse may be available to the student and, if desired, should be discussed with the School Chairperson at the time of the appeals meeting.

- Students in this course are responsible for behaving in accordance with academic honor code.
- Course Calendar and other relevant handouts are posted on course T-Square
- Each student is required to prepare a standard weekly schedule and submit to assignment drop box on T-Square. Template posted in forms folder.
- Timesheets are to be uploaded to T-Square folder in the appropriate week per due date on course calendar. Late timesheets will not be accepted.
- Progress Check sheets to be scanned and uploaded in the appropriate drop box for each check. If scanner is not available to you, then the *only* other alternative is to provide a hard copy to instructor (faculty and staff are not allowed to use department copier to make students copies-so don't ask). An attachment to an email is considered non-responsive and will not be accepted.
- Attendance is **mandatory** on **Wednesdays 6:05-7:55** Sign-in sheet required. This is your opportunity to review progress, get assistance, clarifications, etc with instructor. There may be supplemental presentations/discussion relative to course requirements during these meetings. During certain Wednesday meetings, the Course Professor will allow students to sign in for appointments for a more individual progress check of each team. The sign in will be done through T-Square.
- **The use of cell phones/PDAs/pagers during class will not be tolerated.** Turn them OFF before entering class and are to remain off until the class is completed. Any student that does not comply will be required to leave the class and it is your responsibility to acquire missed information. The classroom environment will be treated the same way as if this was a corporate meeting in a large conference room in which your boss was delivering a presentation. He/she would not tolerate their use and a "wise" young employee would probably shy away from their use in order to prevent their discharge from the firm as a result of their rudeness. Use of cell phone/PDA/Pager during class will result in the dismissal of the student from that particular class and the receipt of a "zero" for that class's particular assignment, exercise, exam, quiz, etc. The second use of the device during class will result in the withdrawal of the student from the class by the instructor. Withdrawal of the student by the instructor after the official "drop date" will result in the grade of a "WF" for the student.
- It is **YOUR RESPONSIBILITY** to obtain information/notes/assignments from classmates if you miss classes. **DO NOT** ask instructor to provide for you.

- Methods of Communicating: If you have questions, need clarification or additional information, ask during class, see instructor after class or during office hours. If you email, send through course T-Square email **only**. **DO NOT** send email to instructor's gatech.edu address-there will be no response/action taken if done so. ANY information, discussion, or issue concerning grades will be done in person **only**.
- You are responsible for obtaining faculty checks by the dates indicated on the course schedule:
 - * If you do not have your work checked during scheduled sessions, it is your responsibility to make an appointment to re-submit *before* required deadline.
- Conflicts, problems, and/or issues with this course should be discussed as early as possible with instructor and it will be at instructor's discretion to solve as equitably as possible. Do not delay discussion as sympathy for conflicts or problems diminishes with time. After the fact is not acceptable nor is bringing to instructor's attention towards the end of the semester.