



# Construction Documents & Specifications Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

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**Semester:** Spring

**Year:** 2025

**Course Prefix:** ARC

**Course and Section #:** 2220-001

**Course Title:** Construction Documents and Specifications

**Credits:** 3

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## ***Course Description***

Prepares for the Construction Documents Technician (CDT) industry certification using standard software to complete working drawings for the architectural, civil, MEP, and structural industries. Develops a project manual and outline specifications, which coordinate with the working drawings of a commercial design.

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## ***Course Attributes***

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

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## ***Instructor Information***

**Instructor Name:** Allan Gordon MacKay III

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## ***Student Learning Outcomes***

By the end of the course, students will:

- Become familiar with professional construction documents using industry standard techniques used in architecture, civil, mechanical, and electrical building projects.
- Understand how to integrate outline specifications with the construction drawings composed in current industry standard software.
- Comprehend the fundamental elements of a project manual for a commercial building project.
- Be able to apply applicable CSI Masterformat specifications used to organize building elements in the correct divisions.

In addition to the course objectives and learning outcomes already described above, this course aims at providing students with an understanding or ability in the following Program and

Student Performance Criteria outlined in the *2020 NAAB Conditions for Accreditation*:

- **SC.4 Technical Knowledge**—How the program ensures that students understand the established and emerging systems, technologies, and assemblies of building construction, and the methods and criteria architects use to assess those technologies against the design, economics, and performance objectives of projects.

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## Course Materials and Texts

Robert Dye, Ronald Geren, Barbara Larson, Glenda Mayo, *CSI Product Delivery Practice Guide*, 3<sup>rd</sup> edition (Alexandria, VA: Construction Specifications Institute, 2020).

<https://www.csiresources.org/learning/practice-guides/pdpg>



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## Course Requirements

- **COMMUNICATION** – Throughout the semester the instructor may contact students via email and/or Canvas. It is your responsibility to check both Canvas and your UVU email regularly and ensure your inbox is not full. I maintain an open-door policy if you need additional assistance beyond class hours.
- **ATTENDANCE** – Attendance is required and will be factored into the final course grade. Class will start promptly at the time listed. I will call roll at the beginning of class. **Arriving more than 30 minutes late will be considered an unexcused absence for the day.**
- **ABSENCES** – Attendance and participation points will be lost for every unexcused absence. Examples of excused absences include a death or birth in the family, student illness, and collegiate athletic responsibilities. Appropriate documentation must be provided for an absence to be excused. **Students who accumulate three unexcused absences will receive an automatic drop of one full letter grade**

**(e.g., A to a B). Students who accumulate five unexcused absences will automatically fail the course.**

- **READINGS** – Assigned course readings are to be completed prior to the date of the lecture that they are assigned in the syllabus.
- **ASSIGNMENTS** – Details for each assignment will be handed out (or posted on Canvas) and reviewed together in class. Projects and assignments must be turned in no later than the time specified in the syllabus or on Canvas to receive full credit. You are responsible for meeting all deadlines. **Late assignments will be accepted at 50% credit. They must be submitted no later than the last day of classes.**
- **PHONES, LAPTOPS, ELECTRONICS, ETC** – Please silence your cell phones and other electronic devices. During class time cell phones, text messaging, email, and other electronic forms of communication are NOT permitted. If you have an urgent call that you absolutely must take, please leave the room to do so.

#### **COURSE WORKLOAD:**

The university standard is that for each credit hour there should be 2-3 hours worth of work (though more may be required for mastery). As this is a 3-credit hour course, you should expect to spend up to 6-9 hours per week on the class.

#### **ASSESSMENT**

The weight of each of the projects and assignments will be broken down approximately as follows:

Attendance / Participation	10%
Assignments	20%
Quizzes	40%
Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

#### **GRADING SCALE**

A	95% to 100%	C	73% to 76%
A-	90% to 94%	C-	70% to 72%
B+	87% to 89%	D+	67% to 69%
B	83% to 86%	D	60% to 66%
B-	80% to 82%	D-	55% to 59%
C+	77% to 79%	E	00% to 54%

#### **GRADES AND CREDIT**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect progress within the B.Arch program and scholarship eligibility. Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. Letter grading is defined as follows:

- “A” is an exceptional grade indicating superior achievement.
- “B” is a grade indicating commendable mastery.
- “C” indicates satisfactory mastery and is considered an average grade.

- “D” indicates substandard progress and insufficient evidence of the ability to succeed in sequential courses.
- “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class.
- “UW” indicates an unofficial withdrawal from the class.

## STUDENT RATINGS OF INSTRUCTOR

UVU is dedicated to providing quality academic experiences for students. Help me identify areas where I can improve my teaching by participating in the Student Ratings of Instructor (SRI). Your confidentiality is assured. Your feedback is critical if we are to improve the teaching and learning at UVU. The SRIs will be available online in the latter part of the semester.

## COURSE SCHEDULE

A week-by-week schedule is outlined below. Instructor may adjust the schedule as needed due to department events or other teaching duties.

WEEK	CLASS: Lecture/ Activity	HOMEWORK: Readings/Assignments
1  (1/6-1/10)	T (1/7) – Fundamentals – Lecture P1  TH (1/9) – Fundamentals – Lecture P1 (cont’d)	HOMEWORK: Fundamentals P1 Assignment ASSESSMENT: Fundamentals P1 Quiz READ: Chapter 1 Introduction to Project Delivery
2  (1/13-1/17)	T (1/14) – Fundamentals – Lecture P2  TH (1/16) – Fundamentals – Lecture P2 (cont’d)	HOMEWORK: Fundamentals P2 Assignment ASSESSMENT: Fundamentals P2 Quiz
3  (1/20-1/24)	T (1/21) – Project Conception & Delivery – Lecture P1  TH (1/23) – Project Conception & Delivery – Lecture P1 (cont’d)	HOMEWORK: Project Conception & Delivery P1 Assignment ASSESSMENT: Project Conception & Delivery P1 Quiz READ: Chapter 2 Project Conception & Delivery
4  (1/27-1/31)	T (1/28) – Project Conception & Delivery – Lecture P2  TH (1/30) – Project Conception & Delivery – Lecture P2 (cont’d)	HOMEWORK: Project Conception & Delivery P2 Assignment ASSESSMENT: Project Conception & Delivery P2 Quiz READ: Chapter 3 Project Conception & Delivery
5  (2/3-2/7)	T (2/4) – Design Process Lecture P1  W (2/6) – Design Process Lecture P1 (cont’d)	HOMEWORK: Design Process P1 Assignment ASSESSMENT: Design Process P1 Quiz READ: Chapter 4 Design Activities and Documents
6  (2/10-2/14)	T (2/11) – Design Process Lecture P2  TH (2/13) – Design Process Lecture P2 (cont’d)	HOMEWORK: Design Process P2 Assignment ASSESSMENT: Design Process P2 Quiz
7	T (2/18) – A101 – Standard Agreement Between Owner and Contractor and A201 – General Conditions of the Contract for Construction.	READ: A101 and A201 HOMEWORK: Read A101 and A201 ASSESSMENT: A101 and A201 Quiz

(2/17-2/21)	TH (2/20) – Standard Agreement Between Owner and Contractor and A201 – General Conditions of the Contract for Construction.	
8 (2/24-2/28)	T (2/25) – Construction Documents – Lecture P1 TH (2/27) – Construction Documents – Lecture P2	READ: Chapter 5 Construction Drawings and Specifications HOMEWORK: Construction Documents Assignment ASSESSMENT: Construction Documents Quiz
9 (3/3-3/7)	T (3/4) – Preconstruction Lecture P1 TH (3/6) – Preconstruction Lecture P2	READ: Chapter 7 Contract Execution and Preconstruction Activities HOMEWORK: Contract Execution and Preconstruction Activities Assignment ASSESSMENT: Contract Execution and Preconstruction Activities Quiz
10 (3/10-3/14)	T (3/11) – NO CLASS SPRING BREAK! TH (3/13) – NO CLASS SPRING BREAK!	
11 (3/17-3/21)	T (3/18) – Construction – Lecture P1 TH (3/20) – Construction – Lecture P1 (cont'd)	HOMEWORK: Construction P1 Assignment ASSESSMENT: Construction P1 Quiz READ: Chapter 8 Construction Activities and Documents
12 (3/24-3/28)	T (3/25) – Construction Lecture P2 TH (3/29) -- Construction Lecture P2 (cont'd)	HOMEWORK: Construction P2 Assignment ASSESSMENT: Construction P2 Quiz
13 (3/31-4/4)	T (4/1) -- Life Cycle Activities P1 TH (4/3) -- Life Cycle Activities P1 (cont'd)	HOMEWORK: Life Cycle Activities P1 Assignment ASSESSMENT: Life Cycle Activities P1 Quiz READ: Chapter 9 Facility Management
14 (4/7-4/11)	T (4/8) -- Life Cycle Activities P2 TH (4/10) -- Life Cycle Activities P2 (cont'd)	HOMEWORK: Life Cycle Activities P2 Assignment ASSESSMENT: Life Cycle Activities P2 Quiz
15 (4/14-4/18)	T (4/15) -- TBD TH (4/17) -- TBD	
16 (4/21-4/25)	T (4/22) -- TBD TH (4/24) FINAL EXAM – 1:00 pm – 2:50 pm (Section 1)	
17 (4/28-5/2)	T (4/29) FINAL EXAM – 3:00 pm – 4:50 pm (Section 2)	

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**Required or Recommended Reading Assignments**  
As shown in course schedule above.

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## General Description of the Subject Matter of Each Lecture or Discussion

As shown in course schedule above.

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## *Required Course Syllabus Statements*

### Generative AI

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### Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

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## *Required University Syllabus Statements*

### Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at [DHHservices@uvu.edu](mailto:DHHservices@uvu.edu)

DHH is located on the Orem Campus in BA 112.

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### Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each

course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

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### **Equity and Title IX**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

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### **Religious Accommodation**

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu). If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.