



## Master Course 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:** CMGT

**Course and Section #:** 2060-003

**Course Title:** Construction Job Site Management

**Credits:** 3

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### ***Course Description***

The course introduces the major parties involved in construction contracts, plus studies the major roles of construction personnel. The course will familiarize students with the standard procedures, strategies and skills required to manage a jobsite. Students will learn effective management techniques to manage both people and processes. Students will practice and improve their presentation skills to better equip them in their careers for proposals and bids.

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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:** JESSICA MORRISON

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### ***Student Learning Outcomes***

- An ability to communicate effectively with a range of audiences.
  - An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts.
  - An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.
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### ***Course Materials and Texts***

Construction Jobsite Management (5th Ed.) by Mincks & Johnston

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### ***Course Requirements***

**Course Assignments, Assessments, and Grading Policy**

## GRADING:

Quizzes	10 points each
Online Discussions	3 points each
Tests	2 (94 & 99 points each)
Assignments/Exercises	Varies (5 - 10 points each)
Class Participation	60 points
<u>Research Presentation</u>	<u>50 points</u>

TOTAL POINTS POSSIBLE 757 Approximately

## GRADING SCALE PERCENTAGES:

A = 94-100	C = 73-75
A- = 90-93	C- = 70-72
B+ = 86-89	D+ = 66-69
B = 83-85	D = 63-65
B- = 80-82	D- = 60-62
C+ = 76-79	E = 0-59

Grades will be posted throughout the semester on Canvas. It is your responsibility to keep up with your standing.

**EXAMS/QUIZZES:** There will be two exams for this course. The questions will be taken from class lectures and the text. Both exams will be timed and will be open-book. Quizzes will be given on a weekly basis through Canvas with strict deadlines. The questions will come from chapter review questions. Quizzes will be timed – 10 minutes and taken outside of class. Make sure you have a sound internet connection so you can complete the quiz without any issues.

**ONLINE DISCUSSIONS:** Each week students will need to submit a 4 – 5 sentence response to the Canvas discussion board. Grading will be based on effort, creativity and content.

**EXTRA CREDIT:** Extra credit assignments will occasionally be offered throughout the semester as the opportunity arises. Credit will vary depending on the assignment. However, no extra credit will be awarded unless the original assignment is completed with your best effort.

**ASSIGNMENTS:** Assignments turned in on time will be given the full credit earned. Each assignment/exercise is due according to the date set in Canvas. Late assignments will NOT be accepted for credit.

**REFLECTION QUESTIONS:** Each student will be responsible to create one reflection question for each chapter to help with classroom discussions. The question should be based on one or two things that you didn't understand from the chapter, or simply something relating to the chapter that wasn't covered in the text. Points will be deducted for poor and/or missing reflection questions.

**PRESENTATION:** Research topics will be assigned/chosen by each student during the semester along with a presentation date. Topics will be based on management topics provided by the instructor. Students will present their topic to the class on their assigned date.

## Presentation Grading Rubric: 50 pts Total

- ✓ Excellent Visual Aids – 5 pts
- ✓ Mastery/Depth of Research – 10 pts
- ✓ Content Relevance to Course – 5 pts
- ✓ Organization/Flow of Material – 5 pts
- ✓ Outstanding Class Activity – 15 pts
- ✓ Preparedness/Confidence – 5 pts
- ✓ Class Interaction – 5 pts

**PARTICIPATION:** Participation will be measured by attendance and contribution in class discussions. Points will be deducted when students are not giving their complete attention to guest speakers, student presenters, or to the instructor. Attendance will be taken at the beginning of class. If you happen to come after attendance has been recorded, you are considered absent unless you notify the instructor after class (the day of class).

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## **Required or Recommended Reading Assignments**

*Click here to enter text.*

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

An overview of the project management duties and practices common to the construction industry and an introduction into best management practices of the near future.

Job Site Management provides an understanding of the operations associated with managing a jobsite and the effects of waste and risks.

The course will cover delivery methods, contracts, project personnel management, submittals, record keeping, site logistics, project planning, labor productivity, safety, quality, sustainability, changes, and closeout.

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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)

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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.