

COURSE SYLLABUS



COURSE TITLE: CIVE 282 – MANAGING CONSTRUCTION PROJECTS
CLASS SECTION: X01A, X01B, X01C
TERM: 2023W
COURSE CREDITS: 3
DELIVERY METHOD(S): Lecture and Seminar

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Peter Fell
EMAIL: fellp@camosun.bc.ca
OFFICE: TEC 108
HOURS: See office door and D2L

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students are introduced to aspects of civil and contract law, codes, regulations and bylaws as they apply to the contracting process. Topics covered include contract documents, tendering procedures and contract administration as they relate to a civil engineering construction project. Computer software will be used for critical path analysis, scheduling the construction process, cost control, quantity estimating and quality control procedures. Construction site safety and security are covered.

PREREQUISITE(S): All of: C in CIVE 181
PRE or CO-REQUISITE(S): none
EXCLUSION(S): none

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Apply the legal principles of contract law, intellectual property law and tort liability to the engineering projects.
- Compare types of laws and the relationships between Federal, Provincial and local jurisdictions.

- Discuss and interpret the acts, regulations and code of ethics that govern professional engineers and technologists.
- Compare the various types of business relationships typically found in design and construction.
- Describe the preparation of a set of construction contract documents and the administration of the bidding process.
- Propose how to fulfill contract administration duties such as: site inspections; progress payments; change orders; extras; and record keeping.
- Prepare project schedules and manage resources using project management software.
- Perform a quantity take-off, apply unit prices, and overhead and profit amounts to develop a construction cost estimate or bid amount.
- Evaluate equipment for a job based on productivity requirements.
- Describe safety requirements on the jobsite and in the workplace including general requirements, Workplace Hazardous Materials Information System (WHMIS), transportation of dangerous goods, traffic control, confined space entry and fall arrest.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- There is no required text for this course.
- Lecture notes, videos and other supporting material posted on course web pages.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Lectures are as follows:

- Monday 12:30 PM – 1:50 PM in TEC 177
- Wednesday 1:00 PM – 2:20 PM in TEC 177

Seminars are as follows:

- X01A: Thursday 11:30 AM – 12:20PM in TEC 145
- X01B: Thursday 8:30 AM - 9:20 AM in TEC 257
- X01C: Thursday 2:30 PM – 3:20 PM in TEC 151

WEEK	DATE RANGE (M-F)	LECTURE TOPICS	SEMINAR
1	Jan 9 – 13	Course Introduction / Construction Scheduling	Construction Scheduling / Intro to MS Project
2	Jan 16 – 20	Canadian Legal System / Case Studies	MS Project - Resources
3	Jan 23 – 27	Tort Law / Case Studies	MS Project – Resource Allocation / Levelling
4	30 Jan – 3 Feb	Contract Law	MS Project – Quantities / Project Costs
5	Feb 6 - 10	Engineering Law / Environmental Law / Employment Law	MS Project - Miscellaneous Topics
6	Feb 13 - 17	Review for Mid-term / Guest Lecturer – Intellectual Property	MS Project – Catch-up

WEEK	DATE RANGE (M-F)	LECTURE TOPICS	SEMINAR
7	Feb 20 - 24	Reading Break – No lectures	No Seminars
8	Feb 27 – Mar 3	Mid-Term Exam / Introduction to Contract Documents and Construction Administration	Construction & Tender Documents – Tender Package - Intro
9	Mar 6 - 10	Tender and Contract Documents	Tender Documents – Instructions to Tenderers, Form of Tender, Form of Agreement
10	Mar 13 - 17	Contract Administration	Tender & Contract Documents – Supplementary General Conditions, Supplementary Specifications, Schedule of Quantities and Prices
11	Mar 20 - 24	Guest Lecturer – MMCD, Contract Administration	Construction Cost Estimating – Excavation & Materials Quantities
12	Mar 27 – 31	Construction Cost Estimating – Intro, Steel, Concrete, Wood	Construction Cost Estimating – Excavation and Materials Quantities
13	Apr 3 - 7	Construction Cost Estimating – Excavation, Overhead & Profit	Finalize Tender Package
14	Apr 10 - 14	No Lecture Monday 10 April – College Closed (Easter Monday). Construction Safety	Review for Final Exam
15/16	April 17 - 25	Final Exam (details to be announced)	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advance notice is required. Deadlines can be reviewed on the CAL exams page. <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING	Notes
Assignments	20%	Assignments, submitted individually, unless otherwise noted.
Mid Term	30%	Closed book, 1.5hr duration
Final Exam	40%	Closed book, 3hr duration
Online Discussions	5%	Discussion topics (held online in D2L)
Instructor Evaluation	5%	Based on attendance, cooperation, participation, not submitting plagiarized work, etc.
TOTAL	100%	

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information:

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

- Assignments are due at the start of the applicable lecture or Seminar period, unless otherwise noted. Late assignments will have 10% deducted. Assignments submitted after graded assignments have been returned or after solutions have been posted are worth 0.
- You must complete all assignments prior to the final exam in order to be permitted to write the final exam.
- You must achieve an average of 50% on the final exam in order to pass the course. In addition, a weighted average of 50% on the mid-term and final exam must be achieved in order to pass the course.
- Presence is required for all scheduled course components. Attendance for the lectures and Seminars is included as part of the instructor assessment portion of your final grade. If you plan to or do miss a lecture or Seminar you must speak to the instructor.

SCHOOL OR DEPARTMENTAL INFORMATION

Department:

- Civil Engineering Department. Chair is Zoe Broom, TEC 116.
- See the chair if you need:
 - program help such as working out a part-time schedule
 - help with transfer credits
 - info on services from other departments.

See your instructor if you need help with the course.

School:

- School of Trades and Technology. Office TEC 169
- Dean is Eric Sehn
- Associate Dean is Ken Kosik
- Both are in TEC 169
- Student issues are looked after by the Associate Dean. However, if you need anything, go to the department chair first.

Equity, diversity, and inclusion (EDI) are central to Camosun's culture and values. The Camosun community and the engineering community at large commit to pursuing equity in education regardless of race, heritage, religion, gender or gender identity, and ability. We learn best when we feel safe. Inappropriate, hateful or demeaning comments or actions will not be tolerated. Your suggestions on how to make your experience here better are encouraged and appreciated. Please let me or the department chair know ways to improve your experience at Camosun. If you wish to know more about Camosun's EDI policy, please see the EDI page on the college's website: <https://camosun.ca/about/camosun-college-policies-and-directives/governance>

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies;

demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the

appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized

Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.