

Course Syllabus
CNST 3185 - Construction Experience (Internship)
University of Houston - Spring 2025 (Online)

Class Details

Class:	CNST 3185	Class Title:	Construction Experience (Practicum)
Class Number:	17657	Instruction Mode:	Asynchronous Online
Term:	Spr 2025	Session:	Regular Academic Session
Campus:	University of Houston	Class Dates:	Jan 13, 2025, to May 08, 2025

Instructor:	Professor Eva Y. Lyon , BSA, MCM, CDT, DE Instructor
Instruction:	Access to the digital class by UH Online (Canvas LMS)
Contact Information:	elyon@uh.edu by email or elyon@cougarnet.uh.edu by MS Teams
Office location:	on-Campus Office College of Technology T2, Room 395
Office hours:	Tuesday & Wednesday 11:30 AM to 4:00 PM; Saturday 9:00 AM to 1:00 PM. Before/ after at the classroom or by appointment

Prerequisites:

- Completion of 400 hours of verifiable construction management work experience/internship. Work experience includes estimating, scheduling, cost control, and field supervisory activities. Manual labor, crafts, and drafting do NOT satisfy the work experience for this course.
- Successful completion (C or better) of CNST 2351 (Estimating-I)

Learning Objectives

This course evaluates your ability in reading, writing, and following written instructions. Upon the completion of the course, you will demonstrate the ability to:

1. Read, understand, and follow written communications (e.g., instructions provided in the course syllabus, and other instructions provided by the course instructor).
2. Prepare a formal technical report describing your construction management work experience.
3. Meet deadlines as specified for the course assignments.
4. Provide examples of ethics, safety standards, and teamwork spirit.

Textbook

None

Course Description

The course satisfies the accreditation requirement for intensive writing in the CM discipline. Your internship experience will be described in a formal technical report (Final Report). The Final Report must include the following sections, in addition to the **Introduction** and **Conclusion** sections:

1. **Company Profile:** describe your employer's type of business and specify its construction sector/specialty, annual volume of work, number of employees, years in the business, org-chart, etc.
2. **Project Description:** Describe the project(s) on which you worked: project name, location, size, features, challenges, start and finish dates, and budget.
3. **Assigned Duties:** Describe the functions/duties/responsibilities given to you during this experience.
4. **Safety Issues:** Describe two examples of safety rules/issues you learned during your internship and emphasize their significance. No boiler plate statements, be specific about the safety issues you learned.
5. **Ethics Issues:** Describe two examples of ethical issues you witnessed/learned and emphasize their significance. No boiler plate statements, be specific about the issues you learned.
6. **Teamwork Issues:** Describe how you managed to fit in the project management team you were assigned to. Describe the challenges you faced to become accepted/welcomed/valued by your team members. Also describe how all the members of your project team worked together to make the project successful.

Assignments and Deadlines

The course will be according with the assignment schedules. See the Schedule in detail in your online class in Canvas LMS.

Clarification Notes:

For Assignments 1, you are requested to do the following:

1. Complete Quiz #1 on Canvas. You must receive a grade of 100% on the quiz before you will receive credit for any of the other assignments. The quiz can be retaken until scoring 100% (10 pts.).

For Assignments 2, 3, and 4, you are requested to do the following:

1. Draft the sections requested for each assignment as stated in the "Assignments and Deadlines" Table. Each section must satisfy the specified word count.
2. Schedule an appointment with the Writing Center (see Writing Center Information below) to meet with a consultant to review the sections you drafted. Request clear feedback on how to improve your writing skills. Be aware that:
 - a. **You are solely responsible** for the early scheduling of these appointments to ensure that you meet the deadline specified for each assignment.
 - b. You must schedule your own Writing Center reservations **2 weeks prior to your required writing consultations**.
 - c. You must **allow 5 days** after your meeting date for you to receive the Writing Center

Report (WCR) from the consultant. **Five points will be deducted** if your meeting date is less than 5 days ahead of the deadline specified for the assignment.

3. Upload a copy of the **Writing Center Report (or WCR) you received as a pdf from the consultant via email.** Note the following:
 - a. Upload the full WCR email **as a pdf, NOT a screenshot** of the Writing Center Report.
 - b. Any alteration to the WCR is a **Violation of the Academic Honesty. This results in receiving “F” Grade for the course and for academic suspension for one semester.**
 - c. The WCR must be **uploaded in the Canvas system.** Submission as an attachment to an email is not allowed.
 - d. **No late submissions will be accepted.**
4. **Do Not** submit/upload the sections you drafted. Only upload/submit the WCR.

For Assignment 5, you are required to do the following:

1. Revise the sections you drafted for Assignments 2, 3, and 4 according to the feedback you received from the writing consultants. Points will be deducted for the sections not revised as recommended in the WCR.
2. Compile the revised sections to start creating your Final Report.
3. **Add** the following to complete your Final Report:
 - a. **Title Page** - Report title, author’s name, course number, university name, instructor’s name, company name and date. *(This page should be numbered Roman numeral I)*
 - b. **Table of Contents** - headings/subheadings and page numbers. See “Table of Contents” of any textbook for guidance. *(This page should be numbered Roman numeral II)*
 - c. **Introduction** – The Introduction is a short statement that introduces the paper. This is **page 1** of the report.
 - i. Sample: “This report details the internship requirement as part of the construction management (CM) curriculum at the University of Houston. The internship was served at XXXX Builders, which is on the approved list of the contractors for the internship. This report outlines the various tasks that the intern accomplished in the field of construction, including the lessons and the skills that were attained in the process.”
 - ii. You should write the introduction in your own words and not just copy and paste the sample.
 - d. **Concluding Remarks** – The Conclusion is a short statement that concludes the paper.
 - i. Summarize the skills and knowledge you gained from this construction experience. Also, specify ways to improve such benefits for other future students. In other words, what would you change if you were to repeat this experience?

- e. **Appendices** – The Appendices should include any project photos, project charts, and other supporting materials. Any information added here should be referenced in the report.
4. Format the Final Report (1st person, single space, Arial, size-12, 1-inch all margins). Each Section should have a header for that section.
5. The **Word Count must be 4,000 to 5,000 words**. The word count for each section is stated in the table above as 550-600. This is an estimate to keep you on track to meet the total word count which will also include the Introduction and Conclusion sections. One element of the grading of the final paper is on the total word count. The Word Count **Does Not** include the Title Page, Table of Contents and Appendices.
6. Submit your Final Report in Canvas as a **Word file, NOT a pdf file**.
 - a. The Final Report you submit is using the **Turnitin** application in Canvas.
 - b. When you submit it, you must “confirm” your submission after you upload it. It is good practice to save a screenshot of the completed submission for your records.
 - c. Note: **Turnitin is an application that automatically checks for grammar and for plagiarism, comparing your final report to previous submitted papers and internet sources. Plagiarism is a violation of the Universities Academic Policy - DO NOT COPY ANOTHER STUDENTS PAPER.** Additionally, if you are using internet sources they must be referenced in Appendices (i.e., Company Information). Additionally, Turnitin also checks for submission made using **AI**.
 - d. **Note: Your report must be written in your own words. You must not use AI chat. If you quote other resources, they must be referenced in the appendices.**
7. **No late submissions or by email will be accepted.**

Graded Assignment

Name of Assignment	Weight or Points
Assignment 1	10%
Assignment 2	10%
Assignment 3	10%
Assignment 4	10%
Assignment 5	60%
TOTAL	100%

Grading Scale

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

This course follows all UH grade regulations, policies, and standards as stated in the student handbook. Review the catalog for conditions under which an incomplete may be granted.

<http://www.uh.edu/dos/studenthandbook/>

and

<http://catalog.uh.edu/content.php?catoid=6&navoid=1077>

The Grade Letters in Red require a repeat of the course until a grade of C or better is earned.

Note: During the semester, students are responsible for verification of correct scores for their assignments, and quizzes. No corrections/modifications will take place after the last day of class.

Writing Center Information

University of Houston Writing Center

To book your own face-to-face or online consultations with the Writing Center, create an account with WC Online, our scheduling system for students. Go online to <http://writingcenter.uh.edu/> and choose "Click Here to Schedule an Appointment." Then follow the prompts to create your WC Online account. Be sure to use a valid email address as WC Online sends confirmation emails and notifications to this address.

Then login to your account and choose the Undergraduate Consultations schedule. Look for a bright white box that falls on a date and time that works for you, then click on the box to complete and save your reservation record.

For answers to questions about your Writing Center participation and WC Online, contact Lorinda Robb at lrobb@uh.edu or 713-743-3018.

THE WRITING CENTER'S WRITING CONSULTANTS COME FROM DIVERSE FIELDS OF STUDY AND BACKGROUNDS AND ARE A VALUABLE RESOURCE AT THE UNIVERSITY OF HOUSTON. THEY WORK WITH STUDENTS FROM ALL DISCIPLINES ON A WIDE RANGE OF WRITING ASSIGNMENTS.

CONSULTANTS DO NOT LINE-EDIT PAPERS, PROOFREAD, DICTATE CONTENT, OR PREDICT WHAT GRADE A DRAFT MIGHT EARN; RATHER, THEY ASSUME THE ROLE OF AN INTERESTED READER, CONCERNED WITH THE TOPIC AND WHETHER THE STUDENT'S WRITING IS CLEAR, CONCISE, ON TASK, WELL-ORGANIZED, AND LOGICAL.



Assignment	Start Date	Due Date	Title	Description	Objective/ Word Count	Pts.
1	1/13/2025	1/28/2025	UH Writing Center	Make your Registration and first service appointment ASAP	Review rules /schedule	10
			Syllabus Quiz	Understanding the course requirements, rules, rubrics and assignments in Canvas	Review rules and rubric	
2	1/28/2025	2/17/2025	Company Profile	Describe your employer's type of business, its construction sector, annual volume of work, number of employees, years in the business, and org-chart. Note: If using information taken from another source (i.e., the internet), it must be referenced in the Appendices. Understand format and name of the file.	550 minimum - 600 maximum	10
			Project Description	Describe the project(s) on which you worked: project size, features, budget, duration, and challenges.	550-600	
3	2/17/2025	3/4/2025	Assigned Duties	Describe the functions/ duties/responsibilities given to you during your internship.	550-600	10
			Safety Issues	Describe two OSHA safety rules (e.g., fall protection, confined space, trench shoring, etc.), and relate them to your internship experience.	550-600	
4	3/4/2025	3/24/2025	Ethics Issues	Describe two examples of ethics issues (e.g., bid-shopping, front-end loading, erroneous reporting, subs issues, etc.) you learned during your internship experience.	550-600	10
			Teamwork Issues	Describe how you applied your construction management skills as a member of a multi-disciplinary team to make the project successful. Describe the challenges you witnessed in integrating into your project team.	550-600	
5	3/25/2025	4/29/2025	Final Report	Understand the Information below under Assignment 5.	4,000 min - 5,000 max	60
					TOTAL	100

In the college, this schedule works in conjunction with the syllabus for this course and what is expected of student in this Construction course. **DUE DATES ARE NOTED IN RED.** - Late or by email submissions will not be accepted

Academic Honesty

Each student is responsible for maintaining high standards of academic honesty and ethical behavior. Students are expected to perform their exams, quizzes, and reports on their own, and show their individual effort. DO NOT COPY from previous students' papers. Students who violate University rules on scholastic honesty are subject to disciplinary actions including failing the course and dismissal from the University (See Student Handbook for a detailed description of the UH Academic Honesty Policy).

As stated above: The FINAL REPORT is submitted in Canvas through the Turnitin App (**Turnitin is an application that automatically checks for grammar and for plagiarism comparing your final report to previous submitted papers and internet sources.**)

Students with Disabilities

The University of Houston provides, upon request, appropriate academic adjustments for qualified students with disabilities. Any student with a documented disability (physical or cognitive) who requires academic accommodation should contact the Center for Students with Disabilities (713-743-5400) for more assistance.

University Counseling and Psychological Services

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (UH main campus www.uh.edu/caps, or UH Sugar Land campus <http://www.uh.edu/dsaes/uhsugarland/>) by calling [713-743-5454](tel:713-743-5454) during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the "Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus.

UH main campus: http://www.uh.edu/caps/outreach/lets_talk.html

UH Sugar Land campus: <http://www.uh.edu/dsaes/uhsugarland/>

For detailed information Academic Honesty Policy, UH Academic Calendar, students with disabilities, and other information, please visit the following website: <https://uh.edu/provost/policies-resources/student/resources/>

Course/Instructor Evaluation:

You are required to take the online course evaluation at the end of semester. Any suggestions you have on improving the course are encouraged.