

## **Syllabus Section Insertion**



**Instructor:** Professor Austin Marshall, JD, PE

**Office Phone:** (915) 747-5765

**Email:** [asmarshall@utep.edu](mailto:asmarshall@utep.edu)

### **Course Title**

CE 5385 Construction Internship

### **Course Credits**

3-0

### **Prerequisites or Co-requisites**

Bachelor's Degree in Engineering, Physical Sciences or Business or Instructor Approval

### **Course Description**

An internship consisting of a minimum of twelve (12) weeks of work in a company or government agency that is involved in construction management and engineering and that meets approval by UTEP. Students are required to prepare a series of reports summarizing the nature and detail of the work performed in the internship.

### **Course Introduction**

This course is a required course in both the Certificate in Construction Management and the Master of Science Degree in Construction Management. The primary purpose of this course is to provide the student with practical experience working in a construction company environment.

### **Course Goals and Objectives**

The instructional intent of the internship is for the student to develop an overall understanding of the different managerial processes at both the construction site and the office as well as the basic requirements needed to

function in the professional field of the construction environment.

### **Required Materials**

None

### **Suggested Materials**

None

### **Grading Policy**

Students will be responsible for monthly reports and final documentation signed by the internship supervisor as required in the Internship manual. Grades will be determined based on a Satisfactory or Unsatisfactory basis as determined by the Internship Supervisor and the Professor.

### **What should you expect from me as the Instructor?**

I will be available by email and phone to discuss any questions or problems you have with the internship activities to try to make sure the internship experience is successful.

### **Computer Requirements**

First, let's make sure your computer has the necessary plug-ins you will need to access all the content in this course. You

can click here to access UTEP's test page that will inform you if the computer you are using has the latest software available

**Software Requirements** You will need the following software on your computers to efficiently work in this course. In some cases your computer may already have some of these programs installed.

- Adobe Acrobat Reader. You can get the program by going to <http://www.adobe.com> and then clicking on the icon on the center of the screen which says "Get Adobe Reader". Follow instructions to install the reader.
- Adobe Flash Player. You can get the player by going to <http://www.adobe.com> and then clicking on "Get Adobe Flash Player". Follow instructions to install the player.
- Apple QuickTime Player. You can get this player by going to <http://www.apple.com>. Once there, click on the "Downloads" tab on the top of the page and then click on QuickTime "Download" and follow instructions.
- Microsoft Office. I recommend buying this if you do not have any word processing software or presentation software. As students, you can generally buy this whole package for about \$25, far less than the store price of approximately \$400.

## **Course Schedule Changes**

As course instructor, I reserve the right to adjust the course syllabus or change assignments as needed. I will be sure to give you plenty of notice prior to any changes. Remember that our course syllabus and class schedule are living documents and can be changed!

## **Effective Electronic Communications**

It is important to share a word of caution, so we can become wiser about interpersonal distance learning communications. When communicating electronically, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendos is much more difficult. Only what is written, or drawn, carries the message. Often, excitement can be misinterpreted as anger or insult. It is important that we all keep this in mind as we communicate. Words in print may seem harmless, but they could emotionally injure us when working at a distance. Hence, it is vitally important that we are conscious of how we communicate while working at a distance.

- For example, avoid the use of caps in your electronic messages, as wording in caps comes across as shouting.

The standard practice ("Netiquette") for participation in networked discussion requires that all participation be focused on the topic at hand, not become personalized, and be substantive in nature. (Translation: you may certainly disagree with others, but you must do so respectfully; you may express strong beliefs or emotions, but you may not get so carried away that you lose all perspective on the course itself.)

- More information on Netiquette, the etiquette of Internet communication, can be found at [www.albion.com/netiquette](http://www.albion.com/netiquette).

## **Academic Dishonesty Statement**

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as one's own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the University's educational and research roles and cheapen the learning experience not only for the perpetrators, but also for the entire community. It is expected that UTEP students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

## **Notice of Safe Assign**

This course may utilize third party software that has the ability to automatically detect plagiarism on documents submitted for grading.

## **Copyright Notice**

Many of the materials that are posted within this course are protected by copyright law. These materials are only for the use of students enrolled in this course and only for the purpose of this course. They may not be further retained or disseminated.

### **Disabled Student Statement**

In Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation then the Office of Disabled Student Services located at UTEP need to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Disabled Student Services. You may call (915) 747-5148 for general information about the American with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability.

You also can visit the DSSO website at [www.utep.edu/dsso](http://www.utep.edu/dsso) or the DSSO office in Room 108 East Union Building.

Individuals with disabilities have the right to equal access and opportunity. It is the student's responsibility to contact the instructor and The Disabled Student Services Office at The University of Texas at El Paso.

### **Technical Assistance**

The University of Texas at El Paso offers complete technical information and help desk support at: <http://issweb.utep.edu/techsupport/>.

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