

Course Syllabus

CMGT 300

Cooperative Education in Construction Internship

(Zero Credit-Hour, Pass/Fail Course)

Construction Management

Haile/US Bank College of Business

Northern Kentucky University

Fall 2022

Instructor: Majed A. Dabdoub, P.E.
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Office Hours: By appointment
Class Time: Online
Room: Online

Diversity and Inclusion Policy/Statement:

The Haile/US Bank College of Business values diversity and is an inclusive community where human differences are respected. An inclusive classroom environment is sustained when instructors and students work together and respect and value one another's input and thoughts. It is our intent that students from all diverse backgrounds and perspectives be well served by this course, that students' needs are addressed, and that the diversity that students bring to this class be viewed as a resource and benefit. It is our intent to present materials and interact in ways that are respectful of diversity: race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socioeconomic status, geographical region, culture, or ancestry. It is our intent to provide a classroom environment where all students feel supported intellectually, academically, and are extended a sense of belonging in the class. It is our responsibility as citizens of the college and NKU to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice. We all can learn from one another. Your input and suggestions are always encouraged and appreciated. (Adopted from [NKU Common Syllabus](#)).

Course Description: An internship in the construction industry provides students with an opportunity to apply the knowledge and skills they are learning in the classroom to an employment position in business or industry. This type of work experience is valuable to students for many reasons. It allows students to: (1) test and refine career plans and interests; (2) gain experience in their field of specialty before they begin searching for a permanent position; and (3) build a network of professional contacts from which they may draw technical and employment information. An internship experience can also be financially rewarding. The experiential education program referred to in this syllabus includes all internship positions in the Construction Management Program classified under CMGT 300. Please be sure to read this syllabus and address all concerns or questions to the Construction Management Program.

Prerequisites: CMGT 225 Construction Safety and consent of the Department.

Required text: None

Required Supplies: None

ACCE Student Learning Outcomes: Topics covered in this course apply to the following:

SLO 11. Apply construction management skills as a member of a multi-disciplinary team.

Assessment of Learning: Student learning will be evaluated through review HireNKU survey responses, the student summary report, and letter of completion from supervisor.

Assignments: All internship positions must be defined within the HireNKU Experiential Learning database system. Each student must be willing to complete all survey questionnaires generated by the HireNKU system for experiential learning, as well as the Final Summary Report. Student's corresponding employer must be willing to complete all survey questionnaires generated by the HireNKU system for experiential learning, and provide a letter stating the student completed a minimum of 300 hours related to construction.

Initial Check-in: Each student shall write professional email to the instructor indicating they have begun their internship experience. Students may add additional information, but this communication is to simply ensure that students are engaged in the course and accept that they will receive a pass or fail grade for the course.

Final Summary Report: Each student shall write a one-page summary report describing what they did during their internship. This report is due by the last day of class for the current semester.

Employer Verification: Each student supervisor must provide a letter verifying that student had completed the minimum of 300 hours of construction related work. If the student is working 40 hours per week, this would be 7.5 weeks of the 8 week summer course.

Course Evaluation: A final letter grade of *P* for *pass* will be based on meeting the criteria listed under the **Assignments** and **Summary Report** descriptions above. Otherwise, a letter grade of *F* for *fail* will be assigned.

University Policies

Mid-term Grade: Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (<http://registrar.nku.edu/academiccalendar.html>).

Final Exam Information: The final exam for this course will be held as scheduled by the university (<http://registrar.nku.edu/academiccalendar.html>). The exam will not be comprehensive and will only cover information presented in the second half of the course. You will have the entire two hour exam period to complete the exam.

Student Evaluation of Instructor and Course: Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two-week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

Student Honor Code: This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

Accommodations Due to Disability: The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>

CO-OP SCHEDULE
Fall 2022

<u>Requirements – Must be uploaded to Canvas</u>	<u>Due Date</u>
Initial Check-in	Friday, August 19th, 2022 (if you do not email me you may be dropped from the course)
Final Report	Sunday, October 4th, 2022
Supervisor's Letter of Verification	Sunday, December 4th, 2022