

Sub

FORMAT 1

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

CE F651A, Introduction to Construction Contract Administration 1 credit
This course will examine the project cycle, records and documentation for each stage, typical problems and their resolution.

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

Outline Syllabus

Introduction to Construction Contract Administration

1. Course information:

Introduction to Construction Contract Administration CE F651A, One credit
Prerequisites: Recommended Admission to Graduate Certificate in Construction Management Program.

Location and Meeting Time will be specific to each offering of the course.

2. Instructor (and if applicable, Teaching Assistant) information:

Instructors Name, Office Location, Office Hours, as well as Telephone and Email contact information will be specific to each offering of the course.

3. Course readings/materials:

(Excerpts from) Fisk and Reynolds, *Construction Project Administration*, Eight Edition, Pentice Hall, 2006

Various supplemental readings

4. Course description:

Under the general topic of construction contract administration is a series of one-credit courses are designed to offer the student instruction in administering construction contracts ethically, efficiently, with respect for the rights and obligations of all the parties to the contract. This course will examine the project cycle, records and documentation for each stage, typical problems and their resolution.

5. Course Goals (general), and (see #6)

Improve the student's skills in managing construction and contract administration.

6. Student Learning Outcomes (more specific)

Understand the project cycle and issues that arise at each phase:

Initiation- bidding and bonding

Mobilization– schedules, submittals, staffing, procurement

Operation– quality control, safety, progress billings

Close out –inspection and turn over

Warrantees

7. Instructional methods:

Face to face lecture and remote lectures via video conferencing, student presentations and reports. Students will use the Internet to download some instruction material.

8. Course calendar:

Class 1

Introduction

Project Cycle Overview

Contract Administration Overview

Class 2

Bidding, Proposals and Negotiation

Bonding

Class 3

Schedules

Preliminary Submittals

Class 4

Quiz

Staffing and Procurement

Shop Drawings

Class 5

Liens and Liens Waivers

Pay Requisitions

Project Close out

Class 6

Warrantees

Class Presentations

9. Course policies:

12. Disabilities Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. We will work with the Office of Disabilities Services (208 WHIT, 45655) to provide reasonable accommodation to students with disabilities.