



CMCE 4403 PROFESSIONAL PRACTICE
COURSE SYLLABUS
SPRING 2022

Time Tues 2:30– 5:00 pm D400 **V425 Office**
Instructor Anne Marie Sowder **amsowder@citytech.cuny.edu Email**

Classroom V323. Refer to [Course Session Schedule](#) for dates.

Office Hours: Mon 5:00 – 6:00. Zoom: <https://us02web.zoom.us/my/amsowder>

Textbook N/A. Refer to Blackboard & Instructor notes.

Requirements Reading responses and presentations, class participation, and projects.

Prerequisite CMCE 2321 or CMCE 3520

3 cl hrs | Writing Intensive

Course Description:

An overview of professional practices and ethical concepts in the interrelations between the architecture, engineering, and construction professions. A strong emphasis is placed on problem solving, improving presentation skills, and using professional communication to achieve project goals. Students are expected to write, speak, and present weekly, with regular formal presentations throughout the semester. This writing intensive course requires students to present their research in different written formats and to both provide and incorporate peer feedback into their revisions.

Program Criteria

ABET, Inc. is the nationally recognized accrediting body for engineering technology programs. The CMCE department has adopted the most current ABET Program Criteria. Graduates of baccalaureate degree programs typically specify project methods and materials, perform cost estimates and analyses, and manage construction activities. The CMCE curriculum provides instruction in the following areas:

- Demonstrate utilization of measuring methods, hardware, and software that are appropriate for field, laboratory, and office processes related to construction (Criterion c);
- Production and utilization of documents related to design, construction, and operations (Criterion e);
- Application of appropriate principles of construction management, law, and ethics (Criterion h);

Student Outcomes

The CMCE department has adopted the most current ABET student outcomes criteria. Student performance in this course will be assessed based on the following learned capabilities:

- An ability to apply written, oral, and graphical communication in broadly defined

technical and non-technical environments; and an ability to identify and use appropriate technical literature (Criterion 3);

- An ability to function effectively as a member as well as a leader on technical teams (Criterion 5);

Additionally, students should be able to do the following by the end of the semester:

- Demonstrate knowledge of the impact of engineering technology solutions in a societal and global context.
- Identify and navigate codes of ethics in construction, engineering, and architecture.
- Demonstrate professional communication and correspondence techniques.
- Successfully communicate event details for multiple audiences

General Education Learning Outcomes

The pedagogical strategies applied in lecture will encourage the development of the following:

1. Knowledge by engaging in inquiry-based learning;
2. Inquiry/analysis skills by employing both quantitative and qualitative analysis to describe and solve problems;
3. Understand and navigate systems (Gen Ed).
4. Discern consequences of decisions and actions (Gen Ed).

Grading

In Class Participation	10	x	25	250
Assignments	2	x	50	100
Presentations	3	x	30	90
				440

Points are unweighted. The (total number of points you earn) / (total available points) will determine your final grade.

Attendance & Participation

Attendance and participation is required for this in person class.

- Students arriving more than five minutes after the start of class will be marked late (-10 points); after 20 minutes, students will be marked absent (-20 points).
- Leaving early or failure to participate in class exercises will result in forfeiture of all participation points.
- Absences, classes missed entirely, are governed by the attendance policy as outlined in the Student Handbook.
- Deliverables turned in more than five minutes after the deadline will be considered late and will be marked off 50% without a valid excuse.
- Make up / extensions will not be given unless the student has a valid reason (emergency, illness) and contacts faculty by email. If you do not contact me, no make up will be given and you will receive a Grade of ZERO (0).

In Class Assignments will be due by the end of class (or earlier, as required by your instructor). These may consist of writing, quizzes, short presentations or discussions, or contributions to the Discussion Board.

Course Session Schedule

Session	Topic	DELIVERABLES
1 – 2/1	AEC Industry Ethics, Part I	In Class 01
2 – 2/15	Improving Email & Informal Communication	In Class 02
3 – 2/22	Improving PowerPoint & Oral Presentations	In Class 03
4 – 3/1	Class Presentations	Presentation 1
5 – 3/8	AEC Industry Ethics, Part II	In Class 04
6 – 3/15	Improving Communication with Management Tech	In Class 05
7 – 3/22	Improving Reports & Academic Posters	Assignment 1 due
8 – 3/29	Class Presentations	Presentation 2
9 – 4/5	AEC Industry Ethics, Part III	In Class 06
10 – 4/12	Improving Billing Procedures	In Class 07
	Spring Break	
11 – 4/26	Improving Resumes	In Class 08
12 – 5/3	Class Presentations	Presentation 3
13 – 5/10	AEC Industry Ethics, Part IV	In Class 09
14 – 5/17	Improving Client Retention	Assignment 2 due
15 5/24	Improving Interviews	In Class 10

Email

All email to the Professor **must start with the subject line CMCE 4403 – [Email Subject]**. Do not expect me to respond to emails that do not follow this rule.

- Copy professor and all team members for team work on all class correspondence.
- Include your full name as a signature and title block as shown in Department Standards.
- All email must be professional.

Extra Credit

Extra credit (1 point) is available for catching any written mistake made in distributed documents.

- Additional extra credit will be made available throughout the course at the discretion of the Professor.

Phones

All devices capable of phone or audio must be silenced and put away during class lecture and discussions.

- No answering calls or texts in the classroom.
- No use of phones or devices during exams unless stated otherwise.

Academic Integrity Policy

Students and all other who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic

integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity.

Accordingly, **academic dishonesty is prohibited** in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, or expulsion.

Department Standards

The purpose of these standards is to create a uniform expectation of professionalism across the disciplines represented by our department. This document contains submission requirements, sample documents, and guidelines for implementation.

All Email

Must include-

1. Course number in email subject line
2. Greeting
3. Content
4. Student signature block containing:
 - a. Full name
 - b. CMCE Department
 - c. Email address

Sample

Subject Line: CMCE 1221 - Monday Night

Dear Prof. Sowder,

I will be absent on Monday, 5/14/18, due to a doctor's appointment. I have looked at the syllabus but I'm not sure what to do to make up the in class assignment. Can we discuss this during office hours?

Sincerely,
Jan

Jan Student
Department of Construction Management & Civil Engineering
Jan.student@mail.citytech.cuny.edu

All Software-Originated Submissions (CAD, Microsoft Project, Primavera, Suretrak, Revit, etc.)

Submissions must include-

1. Title Block containing
 - a. Students' full names

- b. Course number
- c. Project name/info
- d. Date of submission

Management Classes (CMCE 1221, 2319, 2321, 2421, 2457, 2520, 4403, 4471, 4701, 4702, 4800)

Submissions must include-

1. Students' full names
2. Course number
3. Project name/info
4. Date of submission

Points will be deducted for:

1. Failure to follow submission instructions
2. Pages out of order
3. Incomplete submissions
4. Late submissions (see class policies)
5. Unstapled multi-page reports
6. Sloppy submissions
7. Fringed paper out of notebook pads
8. Incomplete submission info
9. Incorrect submission format

CMCE 4403 Professional Practice - Intro Survey

Name (Last, First): _____

Preferred Name: _____

E Mail Address: _____

Phone Number: _____

What degree do you expect to obtain? _____

Do you work? No Yes: Full Time Part Time

If so, where? _____

Have you worked in the construction industry? No Yes: Where? _____

What is the highest construction industry job title you have attained? _____

What job do you expect to have in five years? _____

What do you hope to get out of this class? _____

What is your favorite blog or online news source? _____

Student Responsibilities

1. Students are responsible for attending all classes, submitting all assignments, and contacting the Professor by email or in person as soon as possible to address any problems. Students are responsible for following up on all questions or issues.
2. Students are responsible for completing assignments before class.
3. If absent, students are responsible for obtaining the missed notes and assignments from their classmates. No extensions will be given for assignments given while a student was absent. Class slides, when used, may not be distributed.
4. Students should be prepared to participate in class.
5. Students are responsible for abiding by the policies above.
6. Students are responsible for keeping track of their syllabus.

Course Agreement

I have received the course syllabus. We reviewed the policies and student requirements in class. I understand my responsibilities and I agree to abide by this syllabus.

Student Signature: _____

Date: _____