Course Syllabus

BCN 3949/5949 - Industry Internship

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COURSE DESCRIPTION AND PURPOSE

BCN 3949 Industry Internship - GL (0-6). This course provides an opportunity for students to gain supervised, practical work experience in their particular field of interest within the industry *in a global context.*

Prerequisites: Consent of advisor and Department Chair.

BCN 5949 Graduate Construction Management Internship (1-3). Supervised work in construction management. Evaluation and reports required.

The main purpose of the course is to provide students the opportunity to learn practical experience in construction. Students will be exposed to several time management tools, opportunities for setting goals, and a structured methodology to track and improve their experience. All modules (except Modules 0 and 1 are mandatory modules), can be completed in a different order. You need to complete all mandatory quizzes, mandatory assignments, and your final project, but will have the option to select 70% of the optional modules to be completed via certificates and/or assignments as your proof of completion.

MOTIVATION

When I was studying for my Master's degree, one of my professors said a phrase that stuck with me for the rest of my career: "**Do the right thing right, on time, the first time, and every time. Always satisfying your customer, always exceeding expectations.**"

Course Objectives:

At the end of this term, you will be able to:

Mandatory Objectives

1. Discuss these course learning objectives and reflect on the scope of work needed to achieve these objectives.
2. Reflect on the interrelatedness of local, global, international, and intercultural issues, trends, and systems.
3. Conduct a multi-perspective analysis of local, global, international, and intercultural problems.
4. Narrate your experiences to best engage in local, global, international, and intercultural problem-solving.
5. Reflect on the company you are working for: As the end of the semester approaches, you need to analyze the overall aspects of the company you work for, discuss how your work, culture, and ethics fit the company's mission and goals.
6. Reflect on how to best determine what are your personal and professional goals.

Optional Course Learning Objectives

At the end of this course, and depending on the tools that you selected, as you need to submit proof of work on 70% of the tools) you will be able to:

7. Reflect and use tools to best track your time as an intern in the selected organization.
8. Report and track Meetings minutes and Next step agendas: One of the most important professional skills you can have is to be able to complete tasks, and follow up on those who need to complete their tasks and on what has been agreed upon.
9. Describe how to set goals that are Specific, Measurable, Achievable, Realistic, and Timely. Learn how to assess yourself to determine what are your personal and professional goals.
10. Complete certification for the tools offered in different modules:

    10.1 Use Basic PROCORE functions, a project management software that is widely used in the industry.

    10.2 Set or improve your profile on LinkedIn and join the professional community. This will also allow you to stay in touch with the department and your peers after graduation.

    10.3 Use BlueBeam a pdf managing software that can be also used as an estimating tool, this software is also widely used in the industry and we have licenses for active students.

    10.4 Use Excel, to best, describe at least 1 - 2 projects/processes/calculations performed at the company where you are currently working.

    10.5 Reflect on how to best modify your behavior by evaluating your habits, creating useful habits, and getting rid of those you do not want to continue.

    10.6 Improve your professional writing skills with this short certification, then use your knowledge to write the final report for the course.

    10.7 Describe how to create a plan to continuously improve your professional career. Plans are designed to help you become more effective in your personal, professional, and academic work.

Important Information

Before starting this course, please review the following pages:

- **Accessibility and Accommodation**
- **Academic Misconduct Statement**

*The professor reserves the right to change or modify the syllabus at any time during the semester.

Panthers Care & Counseling and Psychological Services (CAPS)

If you are looking for help for yourself or a fellow classmate, Panthers Care encourages you to express any concerns you may come across as it relates to any personal behavior concerns or worries you have, for the classmate's well-being or yours; you are encouraged to share your concerns with **FIU's Panthers Care website.**   **(http://pantherscare.fiu.edu/)**

Counseling and Psychological Services (CAPS)   **(http://caps.fiu.edu/)** offers free and confidential help for anxiety, depression, stress, and other concerns that life brings. Professional counselors are available for same-day appointments. Don't wait to call 305-348-2277 to set up a time to talk or visit the online self-help portal.

Grading Scheme

To pass the class, you need to complete all the mandatory assignments, including the final report, and must earn at least 70% of the total possible points.
You will receive a Fail grade if you do not achieve at least 70% points, or if you do not submit your final report.
NOTE: The final report is mandatory, failing to submit the final report will result in failing the course

The main purpose of the course is to provide students the opportunity to learn practical experience in construction. Students are exposed to several time management tools, opportunities for setting personal and professional goals, tools widely used in the industry, and a structured methodology to track and improve their experience. There are seven (7) required assignments that total 54.35% of your grade:

Grading Scheme

Assignment	Points Possible	Optional	Required	CLO's
Required Global Assignments				
Global Awareness (essay)	5		X	2, 5
Global Perspective Issue: Global Customs (discussion forum)	5		X	3, 5
Global Perspective Issue: Language Barrier	5		X	4, 5
Required Assignments				
Signed at the Initial meeting the agreed plan with the Instructor				1,6
Introduce Yourself	5		X	1
Understanding of the rules	5		X	1
Required Report				
Final Report	100		X	1, 2, 3, 4, 5, 6, 7, and 10

This course also offers you the opportunity to tailor your learning path with a series of modules where you need to complete with a graded activity, all optional learning modules weigh the same, but you need to complete at least 45.65% of the optional activities, this term we are offering the following options based on the Optional Course Learning Objectives (OCLOs):

Learning Objectives Table

Optional Assignments				CLOs
1. Corporate Culture	5	X		4, 5, and 6
2. Time and Activity Log	5	X		7
3. Tracking Meetings	5	X		7,8
4. Blocking Time to Work	5	X		7,8
5. SMART Goals	5	X		6, 9
5.1 Share your work with the course	5	X		3, 5
6. Procore Certification	5	X		10.1
6.1 Use PROCORE to send an RFI	5	X		10.1
6.2 Use PROCORE to submit an observation	5	X		10.1
7. LinkedIn Profile	5	X		10.2
8. BlueBeam Certification	5	X		10.3
8.1 BlueBeam Example to demonstrate proficiency	5	X		10.3
9. Excel Certification	5	X		10.4
9.1 Excel Example to demonstrate proficiency	5	X		10.4
10. Creating, Maintaining, and Breaking Habits	5	X		6, 10.5
11. Writing a Technical Report Certification	5	X		10.6
12. Certificate on learning of your choosing	5	X		10.2, 10.3, or 10.4
13. Tracking Projects	5	X		5, 10.7

This course also offers some extra credit for these optional learning activities:

Extra credit

Extra Credit Opportunities	Points
Extra Credit Opportunity - Safety Training	5
Extra Credit: Coronavirus Update	5
Extra Credit: Attend the career fair	5

DEPARTMENTAL MISSION

The Moss Department of Construction Management's mission is to provide enlightened leadership to the construction industry through its graduates; to increase and improve the body of working knowledge, and to promote the interdisciplinary transfer of technology. The Department also strives to produce professional construction managers who are informed and participating citizens with a sense of civic duty and responsibility; persons with a sense of dignity whose actions express high moral and ethical standards; and professionals who strive to comprehend the impact of their work on their own lives as well as on the society in which they live.

RELIGIOUS HOLIDAYS

The School adheres to the University's policy concerning religious holidays as stated in the University catalog. Any student may request to be excused from a class to observe a religious holiday for their faith. Assignments due on that day will be due the day following the holiday. If a quiz falls on a religious holiday, an alternate date will be provided. Students are expected to inform the instructor ahead of time so that appropriate arrangements may be made.

DISABLED STUDENTS

Any student who has a disability and needs classroom accommodations should contact the Office of Disability Services for Students (and optionally this instructor). The TDD/TYY number of ODSS is 348-3852. The telephone number of ODSS is 348- 3532.

ACADEMIC MISCONDUCT

Acts of academic misconduct, e.g., cheating, plagiarism, misrepresentation, etc., will not be tolerated. A student found to be engaging in such behavior will be charged with academic misconduct according to the University's Student Academic Misconduct procedures, see FIU Student Handbook. Consequences can range from receipt of a failing grade in the class to expulsion from the University.

DROP DECISIONS

The instructor's course calendar does not provide for any test or examination to be administered, graded, and returned to the student before the date established by the University for dropping a course with a grade of DR. A student considering dropping the course will have to decide whether to do so based on his/her own self-evaluation of their progress in the class, and not on any work collected, graded, and returned by the instructor.

INCOMPLETE GRADES

A grade of 'I' (Incomplete) may only be granted, at the option of the Instructor and the Department Chairperson, to a student who, due to serious, documented, and verifiable extenuating circumstances beyond his/her control (such as an illness requiring hospitalization) is unable to complete the work required to obtain a grade for the course. In no case shall a grade of 'I' be granted to a student because he/she is not passing the course and desires additional time to attempt to obtain a passing grade. A student granted a grade of 'I' must complete the work deemed by the Instructor necessary to complete the course no later than two semesters after the grade was assigned, or the grade shall automatically revert to a grade of 'F' (failing grade). Please be advised that the University has an incomplete grade policy. Students who may need to receive an incomplete grade must meet the policy requirements and sign an agreement before an incomplete grade can be given.

EXAMINATIONS

There is one mandatory examination in this course required to continue with the modules. There are some surveys created under the Quizzes, these do not have right or wrong answers but helps the instructor to gauge progress.

ASSIGNMENTS

Assignments will be due as posted in Canvas, late assignments will be accepted but please do not leave everything to the end of the semester, submit something every week. All assignments are to be submitted online using the links provided. Emails are not acceptable as submission of assignments.

There is roughly one assignment every week, the assignments are not complicated but require discipline and you can choose the order in which you submit them. *All mandatory assignments should be submitted one week before the end of the term*

WEB ASSISTED

This course is a WEB-assisted course and the following will apply. The instructor will communicate to the class, assign projects, and perhaps give exams through the designated class website. Each student shall be responsible for checking the Canvas class course daily for assignments, updates, or revisions. If for any reason you are having trouble with access to the website, you should email the professor immediately. Inability to gain access to the class website will not be an excuse for late submissions.

CALENDAR

You can work at your own pace and in the order that you like, The assignments are due weekly but you can complete them in any order. Please generate a conversation at the discussion forums, the insight that each one of you brings to this learning community is very valuable. There are rubrics as to how to post in the discussion forums. Last but not least, please do *not* leave everything to the end of the semester.

Course Summary:

Date	Details	Due
Mon Mar 29, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410665&include_contexts=course_101680)	5pm to 5:45pm
Fri Apr 2, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410666&include_contexts=course_101680)	5pm to 5:45pm
Mon Apr 5, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410667&include_contexts=course_101680)	5pm to 5:45pm
Fri Apr 9, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410668&include_contexts=course_101680)	5pm to 5:45pm
Mon Apr 12, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410669&include_contexts=course_101680)	5pm to 5:45pm
Fri Apr 16, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410670&include_contexts=course_101680)	5pm to 5:45pm
Mon Apr 19, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410671&include_contexts=course_101680)	5pm to 5:45pm
Fri Apr 23, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410672&include_contexts=course_101680)	5pm to 5:45pm
Mon Apr 26, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410673&include_contexts=course_101680)	5pm to 5:45pm
Fri Apr 30, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410674&include_contexts=course_101680)	5pm to 5:45pm
Mon May 3, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410675&include_contexts=course_101680)	5pm to 5:45pm
Fri May 7, 2021	📅 **BCN3949 QM1208 NTA** (https://fiu.instructure.com/calendar?event_id=410676&include_contexts=course_101680)	5pm to 5:45pm
	📝 **Attend the career fair** (https://fiu.instructure.com/courses/101680/assignments/1242405)	
	📝 **Breaking Bad Habits** (https://fiu.instructure.com/courses/101680/assignments/1255566)	
	📝 **Corporate Culture** (https://fiu.instructure.com/courses/101680/assignments/1242401)	

Date	Details	Due
	📝 **Extra credit for attending the career fair** (https://fiu.instructure.com/courses/101680/assignments/1242408)	
	📝 **Extra Credit Opportunity - Personal Protective Equipment** (https://fiu.instructure.com/courses/101680/assignments/1242409)	
	📝 **Extra Credit Opportunity - Safety Training** (https://fiu.instructure.com/courses/101680/assignments/1242410)	
	📝 **Extra Credit: Coronavirus Update** (https://fiu.instructure.com/courses/101680/assignments/1242407)	
	📝 **FINAL REPORT** (https://fiu.instructure.com/courses/101680/assignments/1242412)	
	📝 **Global Awareness** (https://fiu.instructure.com/courses/101680/assignments/1242413)	
	📝 **Global Perspective Issue: Global Customs** (https://fiu.instructure.com/courses/101680/assignments/1242403)	
	📝 **Global Perspective Issue: Language Barrier** (https://fiu.instructure.com/courses/101680/assignments/1242402)	
	📝 **Introduce Yourself** (https://fiu.instructure.com/courses/101680/assignments/1242404)	
	📝 **Share a SMART goal with your classmates** (https://fiu.instructure.com/courses/101680/assignments/1242399)	
	📝 **Share your work with the course** (https://fiu.instructure.com/courses/101680/assignments/1242398)	
	📝 **Time and Activity Log and Reflection** (https://fiu.instructure.com/courses/101680/assignments/1242417)	
	📝 **Time Management Tool - Part 2 Report Summary and Reflection** (https://fiu.instructure.com/courses/101680/assignments/1250788)	
	📝 **Tool - Report Summary and Reflection: SMART Goals** (https://fiu.instructure.com/courses/101680/assignments/1242419)	
	📝 **Tool - BlueBeam Example to demonstrate proficiency** (https://fiu.instructure.com/courses/101680/assignments/1255393)	
	📝 **Tool - Excel Certification** (https://fiu.instructure.com/courses/101680/assignments/1242406)	
	📝 **Tool - Learning of your choosing** (https://fiu.instructure.com/courses/101680/assignments/1263851)	
	📝 **Tool - LinkedIn Profile** (https://fiu.instructure.com/courses/101680/assignments/1242414)	
	📝 **Tool - Procore Certification** (https://fiu.instructure.com/courses/101680/assignments/1242415)	
	📝 **Tool - Report Summary and Reflection** (https://fiu.instructure.com/courses/101680/assignments/1242418)	
	📝 **Tool - SMART Goals** (https://fiu.instructure.com/courses/101680/assignments/1242416)	
	📝 **Tool - Tracking Meetings Summary and Reflection** (https://fiu.instructure.com/courses/101680/assignments/1242421)	
	📝 **Tool of your Choice** (https://fiu.instructure.com/courses/101680/assignments/1256476)	
	📝 **Tool: BlueBeam Certification** (https://fiu.instructure.com/courses/101680/assignments/1255394)	
	📝 **Topics to learn** (https://fiu.instructure.com/courses/101680/assignments/1242420)	
	📝 **Tracking Projects** (https://fiu.instructure.com/courses/101680/assignments/1242400)	
	📝 **Understanding of the rules** (https://fiu.instructure.com/courses/101680/assignments/1242393)	
	📝 **Use PROCORE to send an RFI** (https://fiu.instructure.com/courses/101680/assignments/1242422)	

Date	Details	Due
	📝 **[Use PROCORE to submit an observation](https://fiu.instructure.com/courses/101680/assignments/1242423)**	
	📝 **[Writing a Technical Report Certification](https://fiu.instructure.com/courses/101680/assignments/1242424)**	
	📝 **[YellowDIG One Semester grade](https://fiu.instructure.com/courses/101680/assignments/1278666)**	

📝 **[Use PROCORE to submit an observation](https://fiu.instructure.com/courses/101680/assignments/1242423)**

📝 **[Writing a Technical Report Certification](https://fiu.instructure.com/courses/101680/assignments/1242424)**

📝 **[YellowDIG One Semester grade](https://fiu.instructure.com/courses/101680/assignments/1278666)**