

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Construction Trades Technology	College/School	CRCD/ Interior-Aleutians Campus
Prepared by	Bryan Uher	Phone	474-2613
Email Contact	bmuher@alaska.edu	Faculty Contact	Rex Goolsby

1. ACTION DESIRED (CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:

Dept	CTT	Course #	240	No. of Credits	3
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Justify upper/lower division status & number of credits: **Course builds upon 100 level CTT courses. Complete CTT Certificate or instructor approval is prerequisite for entry into this course. 44 contact hours meets requirements for 3 credit class.**

3. PROPOSED COURSE TITLE: **Introduction to Project Development for Rural Residential Construction**

4. CROSS LISTED? YES/NO

No	If yes, Dept:	<input type="text"/>	Course #	<input type="text"/>
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(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. STACKED? YES/NO

No	If yes, Dept.	<input type="text"/>	Course #	<input type="text"/>
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6. FREQUENCY OF OFFERING: **As Demand Warrants**

(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved) **Fall 2011**

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one)

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 6 weeks to full semester
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OTHER FORMAT (specify)

Mode of delivery (specify lecture, field trips, labs, etc) **Distance Delivery: Lecture, Audio,**

9. CONTACT HOURS PER WEEK:

4HR. 11 Wk	LECTURE hours/weeks	<input type="text"/>	LAB hours /week	<input type="text"/>	PRACTICUM hours /week	<input type="text"/>
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type) **N/A**

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

CTT F240 Introduction to Project Development for Rural Residential Construction 3+0
 Introduces the roles and responsibilities of project managers who manage and supervise the

construction of housing projects in rural Alaska. Because they are funded predominately by the U.S. Department of Housing and Urban Development (HUD) through the Native American Housing Assistance and Self Determination Act (NAHASDA), projects conducted by rural housing authorities and tribal organizations have unique planning and administrative requirements. Project managers working in rural Alaska also require specialized training due to complicating factors such as problematic soil conditions, materials availability, transportation and other logistical challenges, and variable workforce capacity.

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities N = Natural Science S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 W = Writing Intensive, Format 7 Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

13. GRADING SYSTEM:

LETTER: PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

These will be *required* before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

Has a memo been submitted through your dean to the Provost & VCAS for fee approval?

Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? Yes/No

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

This course will be taught by current CRCD faculty within the CTT program as part of their regular workload, or by adjunct faculty as funding allows. No additional facilities or space are required, and no impacts to budget are anticipated.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
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No additional items, equipment, or library services are needed. In a phone conversation that took place in June 2010 for the special topics class, no further consultation is required for CTT distance or offsite courses.

20. IMPACTS ON PROGRAMS/DEPTS

*What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)*

The CRCD Construction Trades Technology Program will see direct impact through the increase in students continuing to take classes. Students taking these classes may articulate into other degree programs within CRCD, such as Tribal Management or Rural Development.

21. POSITIVE AND NEGATIVE IMPACTS

*Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.*

The proposed course will increase student numbers and credit hours for CRCD. Because the target audience is unlikely to come to urban areas to take coursework, the proposed class should not adversely impact other courses or programs.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

There is a great need in rural Alaska for trained local people to manage local construction projects. Because they are funded predominately by the U.S. Department of Housing and Urban Development (HUD) through the Native American Housing Assistance and Self Determination Act (NAHASDA), projects conducted by rural housing authorities and tribal organizations have unique planning and administrative requirements. Project managers working in rural Alaska also require specialized training due to complicating factors such as problematic soil conditions, materials availability, transportation and other logistical challenges, and variable workforce capacity.

Tribal and other rural organizations have requested the Interior-Aleutians Campus develop and deliver such classes. This course begins to address that need and will help determine future needs in this area. The course was piloted in the Fall 2010 semester to an overwhelming positive response, and requests for the course has come from other campuses within CRCD. This course will be a part of the new CTT Project Management Track within the A.A.S degree currently under development.

CT 240
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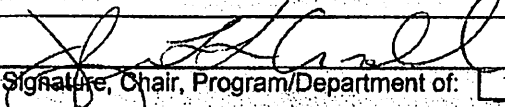
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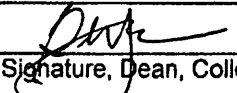
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APPROVALS:

 Date 3/7/11
Signature, Chair, Program/Department of: Indigenous Community: Tribal Programs

 Date 3/8/11
Signature, Chair, College/School Curriculum Council for: CRCD Academic Council

 Date 3/13/11
Signature, Dean, College/School of: _____

Date _____
Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

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

Date _____
Signature, Chair, UAF Faculty Senate Curriculum Review Committee

UNIVERSITY OF ALASKA FAIRBANKS
College of Rural and Community Development
Construction Trades Technology (CTT)

Interior – Aleutians Campus
Harper Building, P.O. Box 756720 Fairbanks, Alaska 99775-6720

COURSE SYLLABUS

Course Title:	Introduction to Project Development for Rural Residential Construction
Course No:	CTT 240
Credits:	3 (3+0)
Prerequisites:	CTT Certificate and CIOS 150; or, permission of instructor
Instructor:	Rex Goolsby P.O. Box 814 Tok, Alaska 99780 907-883-4054 rex.goolsby@gmail.com
Office Hours:	Instructor will inform students of the office hours at first class.
Location:	Distance Delivered
Dates:	TBA 20XX
Times:	TBA
Text:	<u><i>NCCER Project Management (PM)</i></u> , 2nd Edition, Contren Learning Series, ISBN 0-13-604486-7 <u><i>Construction Jobsite Management (CJM)</i></u> , William R. Mincks and Hal Johnston, ISBN 0-8273-7152-7 <u><i>2009 International Residential Code</i></u> , International Code Council, ISBN 978-1580017275
Supplemental Materials:	Handouts, Electronic Management Tools, Spreadsheets to be provided by instructor
Course Requirements:	Computer, Internet Connectivity, and Phone Service

Course Description:

This course introduces the roles and responsibilities of project managers who manage and supervise the construction of housing projects in rural Alaska. Because they are funded predominately by the U.S. Department of Housing and Urban Development (HUD) through the Native American Housing Assistance and Self Determination Act (NAHASDA), projects conducted by rural housing authorities and tribal organizations have unique planning and administrative requirements. Project managers working in rural Alaska also require specialized training due to complicating factors such as problematic soil conditions, materials availability, transportation and other logistical challenges, and variable workforce capacity. Students will

gain skills in developing plans and specifications for rural construction projects, ensure building codes are met during project development, and learn processes and materials unique to isolated locations with limited services.

Course Goals:

Upon completion of this course, students will be able to understand and explain the roles and responsibilities of project team members and of Federal, State, Tribal, municipal and individual stakeholders when managing residential housing projects in rural Alaska. Building upon the foundation of the CTT certificate program, students will gain the skills necessary to perform the project development tasks for a rural housing project, including those specific to the use of NAHASDA funds, using structured methods which have been developed for and proven effective on construction projects in rural Alaska.

Student Learning Outcomes:

Upon completion of the course students will be able to:

1. Understand and explain the roles and responsibilities of project team members and of Federal, State, Tribal, municipal and individual stakeholders.
2. Define a project and describe the areas of knowledge and skills required of a project manager.
3. Identify and describe the additional knowledge and skills required for a project manager to work effectively in rural Alaska.
4. Demonstrate the ability to effectively use the electronic project management tools provided in this course.
5. Understand the principles of ethics and ethical approaches to project management, leadership and employment, commit to practice ethical behavior as an employee, manager and leader.
6. Identify and understand the unique challenges related to rural construction project management, including but not limited to soil conditions, materials availability, transportation and other logistical challenges, and variable workforce capacity.
7. Identify and implement into the planning process the requirements of HUD / NAHASDA funding specifically and understand generally that different funding sources have different requirements.
8. Perform the planning phase of a demonstration project.
 - a. Plans Development---Demonstrate proficiency in understanding and developing building plans including architectural and structural plans, sectionals and details
 - b. Specifications development---Demonstrate proficiency in developing project specifications by writing specifications for the demonstration project
 - c. Build code compliance---Locate, interpret and apply building code information to the demonstration project
 - d. Work breakdown structure---Understand the flow, phases and sequences of rural construction projects and be able to demonstrate the use of the work breakdown structure and order tasks for demonstration project
9. Create and organize project documentation files on the computer

Instructional Methods:

The method of instruction shall be a combination of electronic documents, recorded video, Blackboard, and audio conferencing. Audio and blackboard lectures and exercises will be continuously monitored. Students will demonstrate their understanding of concepts and proficiency in skill through demonstration projects and exercises. All projects and exercises will be communicated via email. Students must have internet connectivity and phone service.

Course Evaluation:

A letter grade will be issued for participants who successfully complete the course. Exams will be given at the end of prescribed sections to test the knowledge of the participant. Practical tests, demonstrations and simulations shall be given to test proficiency in related subjects.

% of Total	Grade
91 to 100%	A letter grade
81 to 90%	B letter grade
71 to 80%	C letter grade
60 to 70%	D letter grade
59% and below	F letter grade

Total points for the course will be assigned and weighted based on the following:

Attendance (10%): Attendance in class is required to gain information from the lecture and to participate in activities. Attendance is graded as part of this course. Attendance will be taken at the beginning of each day. Late arrivals will receive prorated credit for attendance at that portion of class.

Participation (10%): Group discussions, in-class exercises, and overall group dynamics are an essential part of the learning experience for this course. Students are expected to actively participate in group discussions in a variety of roles. Participation points for a missed class session cannot be made up.

Exercise completion, Demonstration Project (40%): Students are expected to be thorough and active in the completion of the demonstration projects and exercises. The Demonstration Project is the capstone project of this course. Students will create a demonstration project utilizing data from their home community to gain simulated experience in rural project management. The project will include four components: plans development, specifications development, work breakdown structure, and building code compliance. The project will be worked on over the entire length of the course with continuous feedback and support from the instructor and is intended to be utilized in the follow-up course, CTT 241.

Course Notebook (10%): Students will be required to keep a course notebook for the entire class. Notebooks should include notes on the presentations, exercises, demonstrations, and reflections on how the information could affect the student’s role as a construction manager or supervisor. The notebook will be evaluated at the end of the course and returned to the student.

Exams (30%): Exams taken at the end of prescribed sections of the course will be the evaluation tools used to determine mastery of the associated skills.

Course Calendar:

This schedule is fluid and may be updated during the semester. The instructor will inform students of changes in a timely manner, Students are responsible for keeping track of schedule changes once announced.

Each Meeting day class will be from 6:00PM to 8:00PM

Day of Instruction		
Week	Date	
Week 1	TBA	Course overview, instruction on computer and software use, Explore software
	TBA	Project definition, Identification of project participants, PM 1-1.0, 2.0; CJM pp 2-7
	TBA	Additional project participants in rural Alaska construction projects
Week 2	TBA	Roles and responsibilities of project participants, PM 1-3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6; CJM p.14
	TBA	Roles and responsibilities of the additional project participants in rural Alaska
	TBA	Communications in the various delivery systems, CJM chapter 2
	TBA	Communicating effectively in rural Alaska multi-jurisdictional environments
Week 3	TBA	Review of PM module 1 and CJM chapters 1and 2, Exam # 240-1
	TBA	Construction documents review, Plans using provide demonstration plans sets
Week 4	TBA	Exercises in plans interpretation, Alaska Building Manual
	TBA	Overview: Unique building conditions in rural Alaska
	TBA	Instruction on residential computer drafting software
Week 5	TBA	Exercises in plans development
	TBA	Construction documents review, Specifications, Universal Design Criteria
	TBA	Additional reviews: HUD/NAHASDA building standards & unique building conditions
Week 6	TBA	Exercises in plans and specifications development
	TBA	Demonstration project plans and specifications interpretation and development
Week 7	TBA	Construction documents and documentation, PM module 5
	TBA	Construction documents and documentation

		Review of PM module 5, Exam # 240-2
Week 8	TBA	Ethics in leadership and management PM 1-4.0
	TBA	Understanding project flow, PM 1-6.0, 6.1, 6.2, 6.3, 6.4
Week 9	TBA	Understanding construction phases, PM 1-5.0,5.1, 5.2, 5.3,
	TBA	Work Breakdown Structure (WBS), instruction and exercises, PM 1-3.1, 6-2.2 Residential Construction in rural Alaska: Factors affecting the WBS
Week 10	TBA	Review of PM module 1 and CJM chapter 1, Exam # 240-3
	TBA	Building Code interpretation, IRC and online IRC Specific building requirements for HUD/NAHASDA-funded projects
Week 11	TBA	Exercises in building code interpretation and navigation, IRC and online IRC
	TBA	Review of IRC, Exam # 240-4

Course Policies:

Students are expected to arrive ready to actively participate in the study and discussion of construction management principals and activities. Attendance is a critical component of this course and students must be on time and prepared for the course material.

Support Services:

The instructor is available upon appointment for additional assistance outside normal session/class hours and posted office hours.

UAF Disabilities Services for Distance Students:

UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development (CRCDD) campuses and UAF's Center for Distance Education (CDE). Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services.

If you believe you are eligible, please visit <http://www.uaf.edu/chc/disability.html> on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu.

Writing Center:

The Writing Center is a student-staffed, student-oriented service of the English Department. The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject. Students can call 907-474-5314 for information on how to fax a paper and have it tutored over the telephone, or engage in an interactive Internet session (<http://www.alaska.edu/english/studentresources/writing/>). Both services are free.