



BLDT 221 Construction Supervision section name section credit hours Credits

Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Available to degree seeking and advanced Building Trades students only. Students will be introduced to supervising through interaction with beginning students. Concentration will be on job site management and time line scheduling.

Prerequisites: Take BLDT 110 - 115 and BLDT 125 - 132.

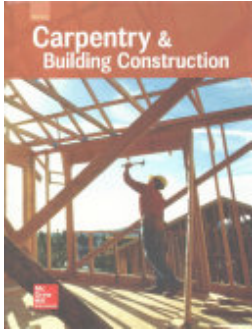
Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

1. Identify ways to give and receive constructive feedback to employees in the work setting.
2. Identify ways in which students learn and process information differently.
3. Identify different styles of leadership and have an opinion about their preferred style.
4. Identify and maintain attributes of a well-organized, efficient and safe jobsite.
5. Create and complete managerial forms and paperwork, including personnel evaluations.
6. Demonstrate project management by completing material, tool, and fastener inventories.
7. Demonstrate project maintenance by organizing and cleaning the wood shops and job site.
8. Create and maintain a "real-time" schedule of events and activities for a given project.
9. Create a complete set of architectural drawings to include: floor plan, elevations, section plans (footing, foundation, floor, wall, roof), truss plan, and electrical plan
10. Perform a complete project cost analysis, including estimates and bids for materials and subcontractors.

Required Texts and/or Materials



Glencoe Carpentry and Building Construction, Student Edition

9780021402441

McGraw-Hill Education

McGraw-Hill Education

2015-07-29

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

Scroll to the middle of the linked page to view

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

1. Students will help observe, evaluate and supervise first year students.
2. Students will help manage the Building Trades Program and current project house.
3. Students will submit a personal weekly schedule to include 6.5 hours (lab) and 1 hour (lecture) meeting.
4. Students will submit a general contractor case study.
 1. Students use the current project house as a study house where they will:
 1. Create a full set of building plans using the house dimensions.
 2. Create a full and complete cost analysis for the completed set of building plans.
5. Students are required to wear long pants, leather work boots, safety glasses, and have their own personal tool pouch with them at all times while attending class. You must have these items accessible every time you attend your work shift.

COVID Safe Practices for Being on Campus

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus
- Contact your Instructor
- Complete the COVID Intake Form
 - [SJC COVID-19 Intake Form on SJC Work Order System \(samanage.com\)](https://samanage.com): You will need to scroll back to the top of the screen and click the Request Item button to submit the form.
- The Pandemic Coordinator will review the intake form and contact you with further guidance, including when you can return to campus.

Additional SJC COVID-19 information and resources can be found on the [Coronavirus](#) webpage.

Student Support

Student Services and Support

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies, there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the [Counseling Center website](#) or call 505-566-3404.

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

1. Students are required to set a 6.5 hour per week work schedule. There are two 3.25 hour work shifts to choose from. 8:00am – 11:15am OR 12:15pm – 3:30pm. Students need to choose two shifts per week.
2. Students are also required to attend a weekly 1 hour office meeting to review, hand in, and discuss course assignments.
3. The first absence at a work shift or office meeting is your one mulligan and will not affect your grade.
4. The second absence at a work shift or office meeting will reduce your overall grade 10%.
5. The third absence at a work shift or office meeting will reduce your overall grade by an additional 10%
6. The fourth absence at a work shift or office meeting will result in failing the course.
7. Leaving early for lunch or for any other reason without permission will be treated as an absence.
8. Active, meaningful participation is expected for all activities and tasks in all courses.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC SunsAlert and SJC student email. Face-to-face classes will not meet in person; however,

students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor. If you have not already done so, [Sign up for SJC SunsAlert](#) to stay up to date on weather alerts.

Other Classroom Policies and Expectations

1. Safety glasses MUST be worn at all times when working in the shop or building compound.
2. No cell phones, iPods or other devices that use ear phones...period!
3. Alcohol, tobacco, and firearms are strictly prohibited on San Juan College campus.
4. Do not over tighten tool adjustments.
5. Only the instructors change cutters and/or blades.
6. Roll up extension cords and air hoses properly.
7. Blow sawdust off of tools, roll cords, and return the tools to their exact location.
8. No SJC tools are to be kept overnight in tool pouches or lockers.
9. Never adjust table saw fences while the blade is operating.
10. Review all safety rules on each power tool and stationary tool before using.
11. Do not work on the ground. Always work off of sawhorses. Do not cut through sawhorses.
12. THINK! Think before you blindly start cutting! If in doubt, always ask questions.
13. Know where your cords are before you start cutting.
14. Prepare your tool pouch with only the fasteners you need for the day's work.
15. Do not mix fasteners.
16. Return all unused fasteners at the end of class.
17. Clean up begins 15-20 minutes before class ends. Everybody helps the cleaning process whether it is your mess or someone else's.
18. Students are NOT to leave the premises until shops, sheds, and work sites have been cleaned and inspected.
19. Beverages are allowed in the classroom, NOT in the shop or on the jobsite. Water is provided on the jobsite.
20. There is a ZERO tolerance policy for theft, alcohol use and drug use as indicated in the student handbook.

Canvas Participation and Expectations

Canvas will be the primary means of distributing assignments, information and updates. Students should log into Canvas at least once per day to check for updates, see their grade or attendance record, and to determine if they are missing any assignments or quizzes. It is YOUR responsibility to ensure you have access to Canvas. If you are having issues you MUST seek technical help from the Help Desk. See above.

Instructor Response Time

Instructors will make every effort to reply to emails and phone calls, and to enter grades into Canvas within 48 hours.

Course Time Commitment

Students in the Building Trades Program spend a great deal of time in class each week. For lab-based courses, approximately 25% of class time is in the classroom and the remaining 75% is spent on the jobsite. For lecture-based courses, approximately 75% of class time is in the classroom and the remaining 25% is spent on the jobsite. Students are required to spend time each week completing assigned reading and the occasional homework assignment.

Grading

Final grades are calculated based on the following...

Grading		Due Dates
Attendance (Work Shifts/Office Meetings)	25%	On-going
Article Assignment #1	5%	3rd Week of Semester
Article Assignment #2	5%	4th Week of Semester
Student Assessment Reports (14 total)	5%	By Friday Every Week (Weeks 2-15)
Building Plans	20%	Floor plan & schedules: 7th Week of Semester
		Elevations: 8th Week of Semester
		Section plans: 10th Week of Semester
		Roof/Truss Plans & Electrical Plan: 11th Week of Semester
Cost Analysis Draft	10%	12th Week of Semester
Cost Analysis Final	25%	15th Week of Semester
Inventories, Clean Up, Other Tasks	5%	On-going

Total	100%	
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Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Week	To Do	Handouts
1	Review Syllabus & Course Guide	
	Student work shift schedules (6.5 hours)	(work shift schedule form)
	Inventory and Clean Up (as assigned)	(students create)
	Article Assignments 1 & 2	(assignment sheet w/ parameters)
	Full Set of House Plans	(assignment sheet w/ parameters)
	Project Cost Analysis	(assignment sheet w/parameters)
2	Work Schedules: Due at First Class Meeting	In the Red Book
	Weekly Assessment Report Recorded Daily	
3	Assignment #1 Due	Canvas Download
4	Assignment #2 Due	Canvas Download
5		
6		
7	Floor Plan Due	Canvas Download
8	Elevations Due	Canvas Download
9		
10	Section Plans Due	Canvas Download
11	Roof & Electrical Plans Due	Canvas Download
12	Cost Analysis Draft Due	Canvas Download
13		
14		
15	Final Cost Analysis Due	Canvas Download
16		

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or other disabilities, you are encouraged to contact Disability Services as soon as possible. The coordinator can work with you to determine eligibility and appropriate accommodations strategies. Please go to your MY SJC portal page, click on Disability Services, and complete all the steps.

You can also contact the college's disability coordinator at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Refer to the catalog for information regarding [FERPA](#).

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College.

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

- Open the app
- Click on "Find an organization or subscription" button
- In the search box, either type in San Juan College or 87402
- Click on "SJC SunsAlert"
- Sign on using your SJC email and password
- Once you sign in, you will want to click on "Manage My Profile"
- Click on "edit"
- Include your preferred communication methods.
- Enter your cell phone number in the personal text msg field to ensure you receive text messages.
- Confirm all information (phone number & email) is correct and up to date.
- If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.

In the event of an emergency, an SJC SunsAlert message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member,

she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

8. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

9. Grade Appeals

The policy for grade appeals is in the Academic Catalog ([Grade Appeal Policy](#)).

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)