# Trial Course or New Course Proposal

**SUBMITTED BY:**
- **Department:** Civil & Environmental Eng.
- **Prepared by:** Keith Whitaker
- **Email Contact:** kwhitaker@alaska.edu
- **College/School:** Engineering and Mines
- **Phone:** 474-7497
- **Faculty Contact:** Dr. F. Lawrence Bennett

## 1. ACTION DESIRED (CHECK ONE):
- Trial Course
- New Course [X]

## 2. COURSE IDENTIFICATION:
- **Dept:** CE
- **Course #:** 660A
- **No. of Credits:** 1

- **Justify upper/lower division status & number of credits:**
  - Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

## 3. PROPOSED COURSE TITLE:
- Project Management Boot Camp

## 4. To be CROSS LISTED? (YES/NO)
- NO
- If yes, Dept: 
- Course #:

- (Requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.)

## 5. To be STACKED? (YES/NO)
- NO
- If yes, Dept: 
- Course #:

- Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online — see URL at top of this page.

## 6. FREQUENCY OF OFFERING:
- As Demand Warrants

## 7. SEMESTER & YEAR OF FIRST OFFERING
- AY2013-2014 — AY2014-15

## 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:**
  - [ ] 1
  - [ ] 2
  - [X] 3
  - [ ] 4
  - [ ] 5
  - [ ] 6 weeks to full semester

- **OTHER FORMAT (specify):** Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.

- **Mode of delivery (specify lecture, field trips, labs, etc):** Lecture

## 9. CONTACT HOURS PER WEEK:
- **LECTURE hours/week:** 4.5
- **LAB hours/week:**
- **PRACTICUM hours/week:**

- 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/ufaculty-senate/curriculum/course-degree-procedures/guidelines-for-computing](http://www.uaf.edu/ufaculty-senate/curriculum/course-degree-procedures/guidelines-for-computing) for more information on number of credits.

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

## 10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:
FISH F487 W, O  Fisheries Management  
3 Credits  Offered Spring  
Theory and practice of fisheries management, with an emphasis on strategies utilized for the 
management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL 
F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed 
with NRM F487. (3+0)

CE F660A  Project Management Boot Camp  
1 credit  Offered As Demand Warrants  
This course provides “basic training” in project management fundamentals, with emphasis on the 
management of engineering and construction projects. Much of the discussion is centered on the “triple 
constraint” of cost, schedule, and quality/scope. Topics include project characteristics; the project life 
cycle; project organizations, teams and leadership; planning, monitoring and controlling each element of 
the triple constraint; and project termination and phase-out. Planning issues include the project charter 
and scope statement, the work breakdown structure, and both network- and non-network-based scheduling 
techniques. Prerequisites: Permission of instructor. (1+0)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H 
classification appropriately; otherwise leave fields blank.

| H = Humanities | S = Social Sciences |

Will this course be used to fulfill a requirement 
for the baccalaureate core? IF YES, attach form.

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

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a “snowflake” symbol will be added in the printed Catalog, and flagged in Banner.

YES  NO

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 for credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

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: Specify only one. Note: Later changing the grading system for a course constitutes a 
Major Course Change.

| LETTER: X | PASS/FAIL: |

14. PREREQUISITES

Permission of instructor

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

Reference the registration implications below due to Banner coding of these terms:
Prerequisite: Course completed and grade of “C” (2.0) or higher prior to registering for the course that requires it.
Concurrent: Course may be taken simultaneously (and allows for a course to have been previously completed).
Co-requisite: Courses MUST be taken simultaneously and does NOT allow for fact that a course was previously completed!
15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES $  
Has a memo been submitted through your dean to the Provost 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.: Spring 2010, CE 693; Fall 2011, CE693

18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.  
These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting. There is expected to be no impact on facilities or faculty.

19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (kdjensen@alaska.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 x Yes  
No library involvement

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)

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.  
This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

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.

This course is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.
APPROVALS: Add additional signature lines as needed.

Signature, Chair, Program/Department of: Civil and Environmental Engineering
Date: 9/6/13

Signature, Chair, College/School Curriculum Council for: College of Engineering and Mines
Date: 10/3/13

Signature, Dean, College/School of: College of Engineering and Mines
Date: 10/03/2013

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

Signature of Provost (if above level of approved programs)
Date

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

Signature, Chair
Date

Faculty Senate Review Committee: ___Curriculum Review ___GAAC
___Core Review ___SADAC

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

Signature, Chair, Program/Department of:
Date

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

Signature, Dean, College/School of:
Date
**APPROVALS:** Add additional signature lines as needed.

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Course Syllabus – CE 660A Project Management Boot Camp

1. Course Information
Project Management Boot Camp. CE 660A. 1 credit. Prerequisite: Permission of instructor. Location: UAF Center for Distance Education, corner University Avenue and Davis Road, Fairbanks and remote locations in Anchorage and Juneau. Meeting times: 3:00 to 5:15 PM, Mondays & Wednesdays, November 28, 30, December 5, 7, 12, & 14, 2011 (6 meetings @ 135 minutes)

2. Instructor
Dr. F. Lawrence Bennett, P.E. Office: Duckering 233 Office hours: arranged with instructor 907-479-5118 benco@alaska.net

3. Course readings/materials
Selected papers from the professional literature will be assigned.

An overwhelming number of project management books is available. The UAF library collection contains 469 Project Management titles. Two classics in this field are


4. Course description
The course is part of the construction management graduate certificate program. The course was developed as a result of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors. The catalog description is as follows:

CE 660A. Project Management Boot Camp. No ordinary boot camp, this course provides “basic training” in project management fundamentals, with emphasis on the management of engineering and construction projects. For experienced project managers, the course is intended to organize, clarify and extend your project management knowledge. For those with little or no project management experience, you will learn applications-oriented principles and techniques that are immediately applicable in the workplace.

Much of the discussion is centered on the “triple constraint” of cost, schedule, and quality/scope. Topics include project characteristics; the project life cycle; project organizations, teams and leadership; planning, monitoring and controlling each element of the triple constraint; and project termination and phase-out. Planning issues include the project charter and scope statement, the work breakdown structure, and both network- and non-network-based scheduling techniques.

Reading assignments, written reports, student presentations, no final exam.

5. Course Goals (General):
• Provide practical basic training in project management fundamentals for use by engineering and construction managers and other project professionals

6. Student Learning Outcomes (More Specific):
• Recognize the characteristics that make projects unique

• Understand how projects are organized and led, how teams are developed, and how project risk can be managed

• Become familiar with some of the tools available for planning, monitoring and controlling project schedules, costs and quality

• Recognize the importance of planning and executing the project phase-out and termination phase

7. Instructional Methods

The course will utilize a combination of lecture, discussion, and student reports. For various classes, lectures will originate in Fairbanks (or Anchorage) and Juneau, Sitka, and Ketchikan, with live, interactive video transmission between the two sites.

8. Course Calendar

Class No. 1
Course Introduction: goals, schedule, assignments
Introducing Project Management: A Challenging Hypothetical Project
Triple Constraint
Project Characteristics

Class No. 2
Project Organizations
Project Life Cycle

Class No. 3
Project Leadership
Project Team Development
Managing Project Risk

Class No. 4
Project Planning

Class No. 5
Project Monitoring and Control

Class No. 6
Project Phase-out and Termination
Presentations of Final Reports
Class Summary

9. Course Policies

Plagiarism will not be tolerated. Prompt attendance is expected and will be considered in determining the final grade.

10. Evaluation
The final grade will be determined on the following basis:

- Assignment No. 1: 10%
- Assignment No. 2: 10%
- Assignment No. 3: 10%
- Assignment No. 4: 20%
- Assignment No. 5:
  - Written: 35%
  - Presentation: 10%
- Class Participation: 5%

11. Support Services

No special support services will be required except for live, interactive video.

12. Disability Services

We will work with the Office of Disability Services (208 Whitaker Bldg, 474-5655) to provide reasonable accommodation to students with disabilities.