

SYLLABUS
BCN 4872c Heavy Civil Construction II Study Abroad Canada
New York, NY, Montréal and Quebec City, Quebec
(Spring 2008) May 2 – May 10
Maximum Number of Students: 30

Instructor: Dr. Maged Malek Telephone: (904) 620-1123
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Class Hours: See course schedule
Co-leader: Mr. James J. Sorce, MBA email: james.sorce@unf.edu
Office Hours: TBA

I. TEXTBOOKS AND OTHER READINGS

**Required: *Estimating and Bidding for Heavy Construction* Stuart H. Bartholomew,
California State University Publisher: Prentice Hall Copyright: 2000**

ISBN-10: 0135983274

ISBN-13: 9780135983270

Other required readings:

Lonely Planet Montreal & Quebec City (Lonely Planet Travel Guides)
by Ellis Quinn (Author)

Recommended/background readings:

Frommer's Montreal & Quebec City 2007 (Frommer's Complete)
by Herbert Bailey Livesey (Author), Leslie Brokaw (Author)

Recommended websites:

<http://travel.state.gov/>

http://travel.state.gov/travel/cbpmc/cbpmc_2223.html

<http://www.state.gov/p/wha/ci/ca/>

II. Study Abroad in Canada Course objectives/Learning outcomes:

This is the second course in a two-course elective track for students preparing for careers in Heavy Civil Construction. Students will apply their knowledge and skills in the management of Heavy Civil Construction, including strategic bidding and estimating, ethical conduct, project delivery methods, value engineering, design/build, customer relations and communications all in the context of the Canadian market. This course will be taught as a study abroad in Canada for the spring 2008 term.

Students will be exposed to issues involving heavy civil construction in Canada. Students will study resource allocation in a heavy civil construction company located in Canada. The class will analyze how bidding is done and how competition interacts in the heavy civil construction industry and how the culture of the Canadians affects negotiations. The study abroad will also discuss typical construction problems related to the heavy civil construction industry within Canada.

Students will prepare a report by collecting data, taking pictures and conducting research on key aspects of the countries' histories, cultures, bidding and estimating procedures, project delivery

methods, project management and other business practices. The report will be presented by the student upon returning to the United States.

Participants over all will spend 3 nights in New York City, 5 days will be spent in Montreal and there will be a day trip to Quebec City, Quebec. Students will visit Heavy civil project sites in NY, Montreal and Quebec City. Student will also visit buildings of historical, cultural and architectural significance. Special emphasis will be placed on specific issues related to building in Canada and New York.

Learning objectives and outcomes

Upon successful completion of this course, the learner will be able to describe the management techniques of an international heavy civil construction company within the context of performing work in Canada. The learner will demonstrate bidding procedures of an international heavy civil contractor within the context of the Canadian culture. The learner will describe the theory behind a Design/Build heavy civil construction project and the specific issues with building in Canada. The learner will illustrate the ability to identify all characteristics of the heavy civil construction industry, including price structures, competition, resources allocation, environment, and risk factors also within the context of the Canadian culture.

III. COURSE REQUIREMENTS

Prerequisites: PHY 2054 Algebra-based Physics, BCN 4720 Project Planning and Scheduling
Coe Requisite: BCN 4612 Advance Cost Estimating.

Spouses and significant others may accompany the group if space is available (please see James Sorce for specific requirements).

Cost: The trip will cost \$1500. Students must pay the cost of the trip in addition to the normal UNF tuition (3 credits). Spouses and significant others must pay full fare and must also register for at least one undergraduate credit. The cost of the trip includes airfare, in-country transportation, lodging, breakfasts (normally included with the hotel stay), at least two group meals (a lunch and a dinner, possibly during tours), and a commemorative shirt.

Lodging: In order to keep the costs down, students will normally stay in triple-occupancy rooms, in a hotel. In some cases, some rooms will not be available, requiring students to stay in groups of 4. Students must be willing to be flexible in this regard. In addition, lodging might not be up to 3-star American hotel standards in some cases. However, we will stay in clean, safe locations.

A reasonable estimate of the other “out of pocket” expenses that will be needed is \$450 per student. This amount should easily cover **meals**, entertainment, etc. Since there is a 5% contingency cost built in to the cost of the trip, there could be a refund if the total cost of the trip is lower. In fact, if the total cost is lower, you **WILL** receive a refund...that is UNF policy.

IV. ACADEMICS: There are 5 graded components:

1. Pre-tour group presentation of history, culture, major industries of Canada: Students will group together and give a 30 min presentation on one of the following topics: Culture of Canada, History of Canada, Major industries of Canada, History of NYC including cultural influences, History of Montreal, History of Quebec City. Each student in the group must present.
2. Participation during study tour: Punctuality, respectfulness (of everyone, but especially of the native population and customs) is required. Students are expected to be inquisitive,

attentive, and participatory during all site visits. Failure to behave in the appropriate manner will result in a failing grade in the course.

- 3&4. Post-tour research paper and presentation: Each student will choose a specific significant site in Canada or New York subject to approval by Dr. Malek. The student will be required to submit an 8-10 page paper developed from personal experience and research gathered while abroad. Each student will be required to present the paper to the entire class and a panel of industry experts. Each presentation will last approximately 10 – 15 minutes. The paper will include, but not be limited to: history of project, manpower, resources, scheduling issues bidding and estimating procedures, project delivery methods, project management, other business practices and original contractor thoughts of the project or the company’s history with the project.
5. Post-tour Exam: Each student will be subjected to a written exam drawn from experiences gathered abroad.

IV. GRADING

Students will earn grades according to the following scheme:

Due	Description of Activity	% of Final Grade
Pre-Tour	Presentation	15%
Ongoing	Participation during study tour	20%
Post-tour	Research paper 8-10 pages	20%
Post-tour	Presentation	25%
Post-tour	Exam	20%

All presentations must utilize PowerPoint and be well-organized, informative, concise, and coherent. In addition to content, presentation style and clarity will be graded.

Grades are assigned on a 10-point scale: 90-100=A, 80-89=B, 70-79=C, 60-69=D, 0-59=F. No +/- grades will be used. All work must be done and submitted/presented on time. Any work turned in or presented late will be penalized at the rate of 25% per day against the maximum value of the work. This penalty applies regardless of the legitimacy of the excuse. In particular, computer and printer problems, whether due to hardware or software, will not get you any special treatment. There will be no exceptions. Plan ahead, back up computer work, and don't procrastinate.

V. TRAVEL INFORMATION

Travel Documents in New York: Florida Drivers License is fine for New York. **However, you will need a passport for Canada.**

Travel Documents in Canada:

Important: You must have a U.S. Passport. If you do not have a passport now, or have not ordered one yet, you should use an “Expediting Service” to be sure that you will have the passport in time (expensive last-minute “rush processing” charges apply---but, these services work...)

Americans planning travel to *Canada* should read [Intercountry Adoption Canada](http://travel.state.gov/family/adoption/country/country_363.html) (http://travel.state.gov/family/adoption/country/country_363.html), [Travel Accommodation Announced June 8, 2007](http://travel.state.gov/travel/cbpmc/cbpmc_2223.html) (http://travel.state.gov/travel/cbpmc/cbpmc_2223.html) and [Worldwide Caution Public Announcement](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1161.html) (http://travel.state.gov/travel/cis_pa_tw/pa/pa_1161.html) available on the Department of State web site at <http://travel.state.gov>

The Department of State encourages all U.S citizens traveling or residing abroad to register via the [State Department's travel registration \(http://www.travel.state.gov/travel/tips/registration/registration_1186.html\)](http://www.travel.state.gov/travel/tips/registration/registration_1186.html) website or at the nearest U.S. embassy or consulate abroad. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency and will enable you to receive up-to-date information on security conditions.

U.S.-CANADA RELATIONS:

The relationship between the United States and Canada is probably the closest and most extensive in the world. It is reflected in the staggering volume of bilateral trade--the equivalent of \$1.5 billion a day in goods--as well as in people-to-people contact. About 300,000 people cross the shared border every day. Since January 23, 2007, all U.S. citizens traveling by air to and from Canada must have a valid passport to enter or re-enter the United States, or through September 30, 2007, government-issued photo identification and official proof of a passport application. The Departments of Homeland Security and State have proposed that as of January 31, 2008, U.S. citizens traveling between the United States and Canada by land or sea (including ferries) should be required to present a valid passport or government-issued photo identification such as a driver's license and proof of citizenship such as a birth certificate. Children 15 years and under would need to provide certified copies of their birth certificates. Full implementation of the requirement that passports or other documents as determined by the Department of Homeland Security be presented at land and sea crossings could be in place as early as mid-2008, but the exact date will be announced with at least 60 days' notice.

VI. ACADEMIC INTEGRITY

UNF places high priority on and strives to uphold the highest standards of academic integrity while protecting the rights of students and faculty. Should any instructor find evidence of cheating, plagiarism, or other inappropriate assistance in work presented by a student, the instructor should inform the student of the action to be taken" (UNF current Catalog).

At minimum, the action I will take for any incidence of violation of academic integrity will be an F (failing grade) in the course and dismissal of the student committing the violation from the class.

VII. STUDENTS WITH DISABILITIES

Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 10, Room 1201. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, email (kwebb@unf.edu), or visit the DRC website (<http://www.unf.edu/dept/disabled-services>).

VIII. CLASSROOM ETIQUETTE

Students are expected to remain polite during classroom and in-country discussions. Even during heated debates, you must treat your instructors, classmates and the locals with respect. Violation

of this policy will result in a reduction of your class participation grade that, if the violation is significant enough, could result in a failing grade for the class. For example, you should not make derogatory remarks about your classmates' ideas. Instead, explain why you think they are wrong, backing up your viewpoint with sound analysis and refraining from personal attacks. Another example is being quiet while someone else (including your instructor!) has the floor.

IX. ETIQUETTE DURING THE STUDY TOUR

While you are abroad, you are representing not only yourself, but also the College of Computing, Engineering and Construction, the Building Construction Management Department, the University of North Florida and the United States of America (and/or your native country, if it isn't the US). Remember that any interaction that you have with the native citizens of the country you are visiting can leave a lasting impression, especially if you violate native sensibilities. Keep in mind that citizens of every nation are proud of their heritage. Therefore, when you are abroad, you should strive not just to be aware of cultural differences, but also to experience and appreciate them. Try the local foods, even if you don't think you'll like them. If natives are hosting you, make every effort to demonstrate that you are enjoying their cuisine, even if you are not! While many Americans view foreign foods as unhealthy, remember that the citizens of most countries are less unhealthy than Americans overall. Besides, eating different foods for a week or two really won't kill you. View this as a chance to practice the skills that you might need someday if you become engaged in international business. However, if you are allergic to certain types of foods or you have other food restrictions you must let me know prior to the trip. Similarly, Americans are often shocked by the times that shops are open or closed (in some countries, you'll be escorted from the store at 5:00pm, regardless of whether you've made your purchase). Other cultures wouldn't think of starting dinner until 9:00pm or even 11:00pm or midnight! Local restaurants might not even be open when you are ready to eat. There are too many of these issues to discuss here, but you can prepare yourself by learning the local customs before you leave the US and then making plans (e.g., having snack food in your hotel room if dinner starts too late) if you simply don't think that you can deal with the local customs otherwise.

During site visits, you should behave in a professional and businesslike manner. Formal business attire is typically appropriate, but nothing less than business casual is ever acceptable. Be inquisitive and show your interest in the host company, but remain respectful at all times. In general, you should never use familiar forms of address (e.g., first names) unless you are specifically invited to do so. Be sure also to know when it is appropriate for you to shake hands, etc., especially if you are female! In fact, women need to understand that they will not always be treated the same way that men are treated. You might even be treated in ways that you find offensive. Keep in mind that women's rights have progressed much faster and more fully in the US than they have in many other countries. The bottom line is that you will enjoy the trip more and be more productive while you are abroad if you know what you will be facing before you leave home and you are willing to be open-minded and culturally sensitive while you are abroad. Reading books about the culture you'll be visiting is a great way to prepare yourself.

X. ILLEGAL ACTIVITIES AND ALCOHOL POLICIES

While you are abroad, you are subject to the national, regional, and state laws of the country you are visiting. If you violate these laws, you can expect to be apprehended, charged, tried, and (if convicted) penalized (which may include fines, imprisonment, deportation, or other measures). It is your responsibility to know these local laws and to abide by them. In general, behaving in a mature, civilized, and respectful manner will keep you out of trouble. Please note that students remain subject to UNF's academic misconduct code and all violations will be dealt with according to the UNF process.

Since you are subject to host country laws, you may legally drink alcohol if your age exceeds the local drinking age. Typically, the drinking age abroad is less than 21, and might even be less than 18. However, you must remember that you are in a foreign country that you don't know very well. You are strongly discouraged from becoming intoxicated while you are abroad. Remember that local customs like right-of-way rules between cars and pedestrians may be quite different than those in the U.S. If you are under the influence of alcohol, you will be more apt to forget this fact and less able to react if you do. In fact, being hit by automobiles is the number one cause of serious injury to Americans abroad. Also, to avoid trouble, do not drink if you are alone or with strangers, but only if you are with one (or preferably several) people from our group.

SAFETY AND SECURITY: There are places in Jacksonville that you would not visit alone or at night. Similarly, there are places that you should not be in every major city abroad. There might even be entire regions of the country that you should avoid. Ask responsible locals (e.g., faculty or students associated with the program, hotel staff) and use your common sense when you are abroad or in New York. Travel only in groups, especially at night and especially if you are a woman. Do not go to the bathroom alone, especially in a bar (again, especially if you're female).

We will use the buddy system at all times. You will be responsible for keeping an eye on your partners (roommates) and watching out for them. In addition, the faculty member should know where you are at all times, especially if the group is moving (e.g., boarding a local tram or bus, boarding a train, moving through an airport, walking through a firm's plant). Do not leave the group without telling the faculty member.

Pickpockets thrive in tourist zones (both abroad and in the US). If you carry a wallet, never carry it in your back pocket, where it is easiest to steal. Put it in your front pocket and keep your hand on it. Better yet, invest a few dollars in an alternative way of keeping your money and passport (e.g., a pouch that attaches to your belt and that you can store inside your pants). If you carry a purse (strongly discouraged), be extremely careful. Always keep it closed. Never carry it at your side or on you hip, as skilled pickpockets can unzip it and remove items without your knowing it. If you carry it with the strap over your shoulder, be aware that some thieves will ride past you on a bicycle or motorcycle and grab the strap. Not only will they get away with your purse, you are likely to be seriously injured in the process.

Thieves often work in pairs or groups. One common tactic is for one person to distract you (e.g., asking for directions, pretending to be falling-down drunk) while others steal your valuables. This is especially effective in a crowded subway car or in a crowded tourist area. Be on the alert in such places!

Be sure that you have a copy of the front page of your passport stored in a safe place that is separate from your luggage. It is very difficult to get a passport replaced quickly without that page. Your instructor will also carry a copy for you, and will leave one on file at UNF to be sure that we can get one if we need one. Be sure that you have a list of your credit card numbers and/or travelers check numbers in a safe place that is separate from your cards and checks.

XI. TENTATIVE COURSE SCHEDULE AND ITINERARY

Date	City	Time	Activity
Fri. 5/2	Jax	TBA	Arrive at Jacksonville Airport
		TBA	Flight plan will be established once plane tickets are purchased
	NYC	TBA Evening	Arrive in New York, check-in to hotel Free
Sat. 5/3	NYC	TBA	Statue of Liberty Tour
		TBA	Visit, Brooklyn Bridge, and NY City Hall, St. Patrick's Cathedral, Flatiron Building, and Chrysler Building
Sun. 5/4	NYC / Montreal	TBA	Train to Montreal
		TBA	Hotel Check-in
		Evening	Free
Mon. 5/5	Montreal	TBA	Tram Tour of Montreal
		TBA	Tour Historic Construction sites
Tue 5/6	Montreal	TBA	Tour of Heavy/Civil Construction sites
		TBA	Montreal lecture, discussion and debriefing
Wed 5/7	Montreal	TBA	Tour Historic Buildings and Heavy Civil Sites in Quebec City
		Evening	Free
Thru 5/8	Montreal	TBA	Site visit
		TBA	Post Tour Debriefing
		Evening	Free
Fri 5/9	Montreal/ NYC	TBA	Travel to NYC by Train / Hotel Check-in
		Evening	Empire State Building
Sat 5/10	NYC / Jax	TBA	Group travel NYC Airport
			Air Travel to Jax
			Home