CONSTRUCTION ENGINEERING TECHNOLOGY
CON 260 SYLLABUS

COURSE: CON 260 Construction Engineering Technology Field Experience

CREDITS: 2 (0:100:2)

INSTRUCTOR: CON Department Faculty

PREREQUISITES: CDV 101 Career Development or permission of the department head. This course should be taken at the end of the student’s program of study.

TEXT: There is no text required for this course.

COURSE DESCRIPTION: In order to obtain an actual training experience, students are placed in agencies relevant to their areas of emphasis. One hundred hours of work as an intern are required. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. Prerequisites: CDV 101 and permission of department head. This course is usually offered in the summer.

COURSE OBJECTIVES: * see note

1. Integrate skills and knowledge learned in the program courses into the workplace setting.

2. Describe and explain the company structure and its business sector.

3. Describe the student role in engineering and technology within the company.

4. Use ANSI standard technical drawings, acceptable to the field experience site operations.

5. Show proficiency in modern carpentry and construction techniques, nomenclature and safety.

6. Demonstrate expertise in the fundamentals of Computer Aided Drafting based on x/y/z coordinates, commands, geometry creation, modifications, editing, dimensioning, viewports, plotting and printing.

7. Establish skill and knowledge expertise in calculating and specifying strength projections, material requirements, force and load as applied to beams, parts and manufactured products.

8. Show expertise in surveying fundamentals, stakeout computations, elevations, traversing, linear measure, field notes and location surveys.
9. Demonstrate skill and knowledge in the application of historical, functional and aesthetic aspects of buildings in the creation of assembly drawings including floor plans, elevations, detail drawings mechanical system plans, electrical system plans and site plans.

10. Create preliminary and finish drawings customary to the local commercial or residential construction industry

*Note: Course objectives not met at agency placement must be addressed as a report or case study and summarized in the required paper.

REQUIREMENTS:

1. Complete a 100 hour placement in a work environment approved by the Department Head. Meet with the faculty supervisor at least 3 times during the field experience. One meeting must occur at the job site.
2. Meet with the faculty supervisor and the onsite supervisor to develop a learning contract. No hours can be logged, no work can be counted unless this is on file, signed.
3. Maintain a journal which includes a log of hours, dates worked and a summary of duties performed. This must be submitted to the faculty supervisor.
4. Complete an academic paper assigned.
5. Request completion of RFE Employer Evaluation of student/program specific evaluation from the onsite supervisor and forward it to the college faculty member at the end of the semester.
6. Complete an evaluation of the agency and submit it to the faculty supervisor at the completion of the field experience.

GRADING:

Faculty Evaluation of Student Learning Contract/Performances  Supervisors 75 points

Supervisor Check sheet: “Employer Evaluation of Student” 75 points

Program Specific Evaluation (site Supervisor) 50 points

Student Work Journal and log of attendance 50 points

Required (Summary) Paper 50 points

Total: 300 points

Grade conversion scale

270-300  A
240-269  B
210-239  C
180-209  D
Less than 180  F
OPERATIONAL GUIDELINES FOR
RELATED FIELD EXPERIENCE

Below are the operational guidelines for Related Field Experience:

1. Students enrolled in a curriculum requiring a Related Field Experience (RFE) course should schedule the experience toward the end of the academic program. Faculty works with students on a one-to-one basis to select an appropriate field experience.

2. Prior approval of the academic advisor must be obtained to register for an RFE course.

3. A course syllabus, Agency Agreement, and Learning Contract, Log of Attendance and RFE student/program evaluation form will be given to each student enrolled in an RFE course by the faculty member.

4. A student enrolled in an RFE course will develop a learning contract which will be signed by the student and faculty member and approved by the department head or dean, and by a representative of the sponsoring agency.

5. The Student learning contract and agency agreement will contain the following items:
   
   A. Student’s name
   B. Faculty member’s name
   C. Academic Term and year
   D. Course number and hours required
   E. Agency address and phone number
   F. Field supervisor’s and agency head’s name (if different).
   G. Learning objective(s), activities and methods of evaluation to be used and deadline dates to meet these objectives
   H. Signatures of required persons
   I. Attendance log
Course Prefix & Number: _____
Academic Term: _____
Academic Year: _____

AGENCY AGREEMENT
OCCUPATIONAL FIELD EXPERIENCE

It is to the mutual benefit of this agency and Wor-Wic Community College to cooperate in occupational educational programs. It is also in the best interest of all parties involved to jointly plan for the organization, administration, and operation of this educational workplace field experience.

The following Wor-Wic Community College student is approved for field experience in the following agency:

Student Name: _____
Agency Supervisor: _____
Agency Name: _____
Address: _____
City: _____
Phone: _____

The days and times agreed to for the completion of this field experience include hours as follows:

_____
_____
(or see the attached schedule of days and hours)

Conditions:

The terms of this agreement shall be for the academic term noted above. Each party agrees to indemnify and hold harmless all parties from all liability arising out of acts or omissions in connection with any activity, which is subject matter of this agreement.

Each part of this agency agreement is an independent contractor and each complies with the nondiscrimination legislation and procedures required by law. With regard to the education experience identified herewith, each party does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Student-related inquiries should be directed to the dean of student development at (410) 334-2893, and employment-related inquiries should be directed to the director of human resources at (410) 334-2920, or they can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

This agency agreement is constituted under the laws and regulations of the Maryland Higher Education Commission and the State of Maryland.

___________________  __________________________
Faculty Signature  Date   Agency Head Signature  Date
LEARNING CONTRACT

OCCUPATIONAL FIELD EXPERIENCE

Course Prefix No. ______________________________ Academic Year ________________
(Type or Print) Academic Term ________________
Student Name _________________________________ SSN# _______________________
Agency Site ___________________________ Agency Supervisor ______________ Telephone __________

List Student Learning Objectives and Activities: (Attach another page if necessary)

Methods of Evaluation by Field Supervisor:

**Field Supervisor will evaluate student based on current workplace standards.**

Methods of Evaluation by Faculty:

**Faculty will evaluate student based on Academic Paper, Log of attendance, and Journal.**

Grade ______     Student Signature _____________________
Verified Log of Attendance ___________ Faculty Signature _____________________

APPROVAL:

Department Head or Faculty Supervisor

Attach to: 1) Learning Contract Form; 2) Agency Agreement; 3) Attendance Log; and 4) Checksheet: Employer Evaluation of Student 5) Grade. (The Registrar will post the grade and send the student a copy.)
Employer Evaluation of Student

Student Name  _________________________________ Date  __________________

Cooperating Business  ____________________________

**Employment Success Characteristics**

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<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Highly Acceptable</th>
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<td>Attendance</td>
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<td>2</td>
<td>Punctuality</td>
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<td>Dependability</td>
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<td>5</td>
<td>Attitude</td>
<td>0</td>
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<td>2</td>
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<td>Interaction with clients</td>
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<td>Interaction with staff</td>
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<td>Judgment</td>
<td>0</td>
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<td>2</td>
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<td>9</td>
<td>Professionalism</td>
<td>0</td>
<td>1</td>
<td>2</td>
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10. What are the student’s strengths?

11. What, if any, are the areas that need improvement?

12. Additional Comments:
# Program Specific Evaluation

<table>
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<tr>
<th>How well was the student able to:</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Highly Acceptable</th>
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<tbody>
<tr>
<td>1. Read and interpret basic prints</td>
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<td>2. Demonstrate carpentry techniques and nomenclature</td>
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<td>☐️</td>
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<td>3. Calculate construction force and load projections</td>
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<td>4. Use CAD creation, plotting and printing skill</td>
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<td>5. Show expertise in surveying</td>
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<td>6. Demonstrate skill and knowledge in the use of architectural style</td>
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<td>7. Create working drawings and finish drawings</td>
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**Comments:**

_________________________________________________________________________________
_________________________________________________________________________________

_____ I have shared this evaluation with the student.

Signature_____________________________________ Date _______________________

Field Placement Supervisor

_________________________ Date _______________________

Student

7
LOG OF ATTENDANCE
Field Experience Hours of Attendance

NAME _______________________________  ________________________
SS # _________________________________  Field Supervisor
COURSE PREFIX # ____________________  ________________________
ACADEMIC TERM __________ Year ______  Agency Address
Hours Required __________

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<tr>
<th>DATE</th>
<th>TIMES</th>
<th>TOTAL HOURS FOR DAY</th>
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PLACEMENT EVALUATION

Placement Location________________________

Student__________________________________

SS Number_______________________________

Supervisor_______________________________

Please take this opportunity to evaluate your placement. You are encouraged to share this with your supervisor.

Please evaluate the following:

1. Opportunity to apply formal learning.

2. Opportunity to interact with supervisor.

3. Agency’s strengths. Please list:

4. Recommendations for improvement

Student___________________

Date___________________