



**Department of Engineering Technology
Construction Engineering Technology Program
Course Policy – Fall 2025**

Title and Course Numbers

CET 415 Section 001 – Construction Project Management

Course Location and Hours

The course will meet on Tuesday and Friday afternoons, 1:00 P.M. – 2:20 P.M in Kupfrian Hall, Room 105

Course Delivery

As of this writing, It is expected that this course will be delivered in the traditional face to face format In addition to the traditional learning techniques, the student should familiarize themselves with the Learning Management Systems that will be employed this semester to enhance the course. These include Canvas and WebEx. For additional information on these systems, please review:

- NJIT Canvas: <https://canvas.njit.edu/>
- <https://njit-edu.zoom.us/profile>

Course materials and announcements will be delivered electronically in Canvas. Homework assignments will be posted and expected to be submitted electronically in Canvas. The Zoom platform may be used from time to time to supplement course materials outside of the classroom setting.

In the event that you need to contact your Instructor, please use the NJIT email system and do not use Canvas. Emails sent via email will not receive a response.

Academic Integrity

Academic integrity is the cornerstone of higher education and is central to the ideals of this course and this university. Cheating devalues your degree is strictly prohibited. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the Academic code of integrity policy that is found at <http://www5.njit.edu/policies/files.academic-integrity-code.pdf>.

Please be aware that it is my professional obligation and responsibility to report any academic misconduct to the Office of the Dean of Students. Any student found in violation of the code by cheating, plagiarizing or using an online software inappropriate; will result in disciplinary action this action may include a failing grade of an “XF”, and/or suspension or dismissal from the University. If you have any questions concerning the Code of Academic Integrity, please feel free to contact the Dean of Students Office at DOS@njit.edu

Course Description:

An introduction to construction management and administration methods and procedures including the design and construction process, project organizational structure, construction planning, contract administration, records and reports, financial management, risk analysis, manual and computerized GANTT and CPM scheduling, change orders and extra work, claims and disputes, cost accounting and document tracking.

Prerequisites/Co-Requisites:

Restriction: Senior standing in construction engineering technology or construction management technology.

Textbooks and Course Materials:

1. Project Management in Construction, 7th Edition, by Syndey Levy, ISBN: 9781259859700, Publication Date & Copyright: 2018, McGraw-Hill Education (available from Access Engineering, NJIT Library)
2. New Jersey Department of Transportation, Standard Specifications for Road and Bridge Construction, 2019. (available at https://dot.nj.gov/transportation/eng/specs/2019/pdf/StandSpecRoadBridge2019_20250819.pdf)
3. “Engineering News- Record”, www.enr.com. Students are required to either purchase a subscription or have weekly access to the latest issue of Engineering News Record for their weekly assignment. If subscribing, use the student discount.

Additional course materials will be available in Canvas or by email. The student will also need to have access to the software necessary for the course (AutoCad, Microsoft Excel, Project, Word and PowerPoint all of which are available free of charge from the NJIT homepage). It is assumed that the student will have a working knowledge of each of these software products.

Instructor

The instructor for this course is John A. Wiggins, P.E., P.P., J.D., F.ASCE. Professor Wiggins holds a BSCE degree (1973) from Newark College of Engineering, an MSCE degree (1981) from the New Jersey Institute of Technology and a Juris Doctor degree (1980) from the Seton Hall School of Law and is a full time member of the teaching staff at NJIT. In addition to his teaching duties, Prof. Wiggins is a practicing civil engineer. He holds Professional Engineer and Professional Planner licenses from the State of New Jersey and a Professional Engineer's license from the Commonwealth of Pennsylvania as well as being admitted to the New Jersey State Bar. He is also a PhD candidate (ABD) in Civil Engineering at Rutgers University, New Brunswick, NJ where his principal area of study is Construction Engineering.

Office Hours

Your Instructor is available in his office this semester during scheduled office hours. Hours will be by appointment. Office Hours (starting week of September 8, 2025 will be Wednesday mornings, 8:30 – 12:00.

Concepts and Skills (Course learning Objectives)

Upon completion of the course, each student will be able to:

1. Utilize design, construction and operations documents to administer a construction contract.
2. Apply sound management and technical principles in the management of a construction project.
3. Perform economic analyses and cost estimates related to the design, construction and maintenance of systems in the construction industry; specifically, the use of estimating and scheduling software.
4. Select appropriate construction materials and practices in the management of a construction contract.
5. Apply principles of construction law and ethics in administering a construction contract.
6. Understand the implications of diversity, equality and inclusion as it relates to personnel management.
7. Apply basic technical concepts to the solutions of construction problems involving construction scheduling and management using MS project and excel.

Attendance Policy and Student Conduct

The class will be conducted in a professional atmosphere in an effort to acquaint the students with the atmosphere of a professional environment.

The class will be conducted in a professional atmosphere in an effort to acquaint the students with the atmosphere of a professional environment. Therefore, cell phones, tablets and laptops are permitted in class for academic purposes only. This excludes cell phone text messaging, emails and other similar social activities. Similarly, food is not permitted in class. A light beverage (i.e. coffee, a bottle of water, etc.) is permitted as would be in any business meeting. Hats should not be worn during class.

It is the student's responsibility to attend class. If a class is missed, the student is responsible for all material and announcements provided during his absence. Assignments are posted on the course outline. Lecture attendance is not required but is encouraged but a portion of the student's grade will be based on group tasks and in class assignments, for which there is no "make up". Attendance will be taken at each class session via a sign-in sheet which will be circulated during the first 15 minutes of class. After that, any other students will be marked as not being in attendance and will not be permitted to add their name to the attendance list.

During the conduct of the class, professional courtesy is expected. This includes arriving on time as well as leaving during class. Note that both of those activities can be done without disrupting the class. Similarly, "private" conversations with fellow students during a class are discourteous and inconsiderate to both your Instructor as well as your fellow students. You are encouraged to ask any questions that you feel further clarifies the material being presented or that will be to the benefit of class in general. Please feel free to ask any question at any time.

NJIT is committed to supporting students observing religious holidays. Students must notify their instructors in writing of any conflicts between course requirements and religious observances, ideally by the end of the second week of classes and no later than two weeks before the anticipated absence. Reasonable academic accommodations will be provided allowing students to complete missed assignments, exams, quizzes, or other coursework within the term. The Religious Holiday calendar can be found at <https://www.njit.edu/inclusive/religious-and-spirituality-resources>. Students will not be penalized for properly documented absences and maintain confidentiality regarding religious observances. For questions or additional guidance, please [review the policy](#) or contact the Office of Inclusive Excellence at inclusiveexcellence@njit.edu.

Policy on Use of Artificial Intelligence (AI)

For this course, it is expected that students will work without artificial intelligence (AI) assistance in order to better develop their skills in this content area. As such, AI usage is not permitted throughout this course under any circumstance. Violation of this policy will be considered as a violation of the NJIT Policy on Academic Integrity.

NJIT Policy on Academic Integrity

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<https://www.njit.edu/dos/sites/njit.edu.dos/files/NJIT%20Code%20of%20Student%20Conduct%202025.pdf>

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Office of the Dean of Students. Any student found in violation of the code by cheating, plagiarizing, or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Office of the Dean of Students at dos@njit.edu.

Grading Criteria

A Mid-Term and a Final examination shall be administered throughout the course. The Mid-Term shall cover only the material designated by the Instructor. The Final Examination shall be a comprehensive examination of all material covered during this course. It is mandatory that the Mid-Term and Final Examinations be taken to successfully complete course. It is strongly encouraged that all students make every effort to attend the examinations as make-up tests are strongly discouraged. In the event that a student fails to take the Mid-Term or the Final examination, a grade of "F" shall be entered for the student for this course. Unless otherwise announced by the Instructor, all test and examinations will be of the "closed notes-closed book" variety.

Homework assignments will be offered to assist and reinforce the student's understanding of the material presented. All homework will be posted and received in Canvas. As Canvas contains a time restraint, no homework will be received late, no exceptions. After the due date, homework may be covered in class upon request.

A project, or series of projects, will be assigned during the course. The format and grading rubric for those materials will be distributed in separate documents.

There will be a weekly quiz offered at the first session of the week, generally on Tuesday, excluding the first week. The quizzes will be given at 10 minutes into the class session and have a duration of 15 minutes. Each quiz will be of the "closed noted/closed book" type, be based on the assigned reading for the week and consist of 10 short answer questions. The final grade for quizzes will be based on the best 10 quiz results and there will not be a make up for any quiz offered.

Class Effort, which will consist of 5% of your grade, will be a function of both attendance and class demeanor and participation. This will include participation in lectures and class exercises. Negative behaviors, such as texting or falling asleep in class, will be detrimental to your grade in this aspect of the course.

In determining the final grade for this course, all grades shall be weighted as follows:

Final Examination	25 %
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Midterm	25 %
Homework	20 %
Quizzes	20 %
Attendance	<u>10 %</u>
Total	100 %

Grading Scale

Letter grades will be assigned based on the following scale

A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60
F	59 - 0

The grade of Incomplete will only be granted in the case of an extreme emergency on the part of the student, demonstrated by appropriate documentation. Your Instructor reserves the right to vary the above as necessary based on the results of the course.

Professional Communications

All communications between the student and Instructor (i.e., homework, reports, papers, emails, etc.) are professional communications and should be treated as such. Use of slang and computer short-hand are improper and should be avoided. Also, proper grammar and spelling should be employed at all times.

Course Reference Materials

Project Management Body of Knowledge, ANSI, ISBN 9781933890517.

Construction Project Management Body of Knowledge, American Project Management Institute, 2012, ISBN 9781475028294.

Construction Extension for the PMBOK, Project Management Institute, ISB 97819306

Quality in the Constructed Project, American Society of Civil Engineers, 2012, ISBN: 9780784411896

Method of Construction Project Risk Assessment, D. Skorupka, Lambert Academic Publishing, 2012, ISBN 978365917422399526

Appraisal Risk and Uncertainty, N. Smith, Thomas Telford Publishing, 2003, ISBN 07277=31858

Cost Accounting for Dummies, K. Boyd, J. Wiley & Sons, 2013, ISBN 9781118453803

Week	Dates	Topic	Reading	Assignment
1	9/2/25 9/5/25	Course Overview, Basic contract law	Chapters 1 & 2	Read Chapter 3, ENR article
2	9/9/25 9/12/25	The Contracting Parties (Chapters 1 & 2)	Chapter 3	Read Chapters 4 & 5, ENR article

3	9/16/25 9/19/25	Contract Delivery Methods (Chapters 4 & 5)	Chapters 4 & 5	Read Chapters 6 & 7, ENR article
4	9/23/25 9/19/25	Contract Interpretation (Chapters 6 & 7)	Chapters 6 & 7	Read Chapters 8, 9 & 10, ENR article
5	9/30/25 10/3/25	Insurance, Bonds & Warranties (Chapter 8, 9 & 10)	Chapters 8, 9 & 10	NA, ENR article
6	10/7/25 10/10/25	Midterm Examination		Read Chapter 16
7	10/14/25 10/17/25	Project Start Up including permitting, licensure and safety	Instructor's Notes, Chapter 16	ENR article
8	10/21/25 10/24/25	Project Schedules and progress	Chapter 13	Read Chapter, ENR article
9	10/28/25 10/31/25	Project Financing and payments	Instructor's Notes	ENR article
10	11/4/25 11/7/25	Manpower, Unions and Labor Relations	Instructor's Notes	ENR article
11	11/11/25 11/14/25	Change orders, Differing Site Conditions	Chapters 11 & 12	Read Chapter 18 ENR article
12	11/18/25 11/21/25	Dispute Resolution	Chapter 18	Read Chapters 14 & 17 ENR article
13	11/25/25 11/28/25	Project Closeout including Liens	Chapters 14 and 17	Read Chapter 19, ENR article
14	12/2/25 12/5/25	Ethics	Chapter 19	
15	12/9/25 12/11/25	Last Class for this course Last Day of Classes		
	12/14/25- 12/20/25	Final Exam Period – Date of Exam to be determined		

Other Notable Dates

11/2/25 - Wellness Day

11/10/25 - Last Day to Withdraw

11/25/25 – Classes follow a Thursday Schedule

11/26/25 – Classes follow a Friday Schedule