

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: CMGT 499

or Degree Plan(s):

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I
2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ²³	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

		Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

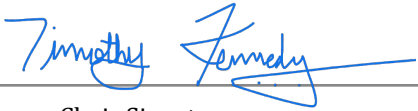
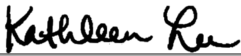
Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

	Department/School(s)
Chair Signature	4/2/2026 Date
Chair/Program Director Signature	Date
	College Academic Council(s)
	04/06/2026
Chair Signature	Date
Chair Signature	Date
	Dean(s)
	4/7/2026
Signature	Date
Signature	Date
Teacher Education Council	
Signature	Date
Campus Academic Council: Abilene Undergraduate or Abilene Graduate	
Signature	Date
Provost	

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date

Abilene New Course Application

You may delete the preceding instructional pages before submitting application.

Course ID (<i>Subject Code and Number</i>)	CMGT 499
--	----------

1. Systems and Catalog Information Complete each item.

A	Course Developer	Timothy Kennedy
B	Course Instructor	A member of the Civil Engineering, Construction Management Faculty, Director of Corporate Engagement
C	Course Title	Construction Internship
D	Course Abbreviation for Banner if title is more than 30 characters	Construction Internship
E	College	OSE - Onstead Science and Engineering
F	Department or School	PHYS - Engineering & Physics
G	Number of Credit Hours	3
G1	Number of Lecture Contact Hours	3
G2	Number of Lab Contact Hours	0
H	Is the course for a fixed or variable number of credit hours?	Fixed If variable, explain rationale:
I	Is the course repeatable for additional credit?	No
J	Maximum total number of credit hours a student can earn for this course	
K	Course Schedule Type	<u>Experiential Learning (EL)</u> See Schedule Type definitions in the Reference section.

L	Number of Faculty Workload Hours	3
M	Grading Mode	<u>Credit/No Credit (Undergraduate Only)</u>
N	Maximum Enrollment	40
O	Catalog Description (50 words or less)	A supervised, professional industry experience in which students apply construction management knowledge and skills in a real project environment.
P	List any prerequisites (course/s, test scores, class standing, major, etc.)	Prerequisite: Junior standing and approval by program director .
Q	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	NA
R	If the course is cross-listed, specify the subject code and course number of the other course	NA
S	Does this course require any additional student course fees?	<u>No</u> If yes, attach a completed course fee form (see form "Request to Add or Change Course Fees").
T1	Will the course be offered in fall terms?	<u>Yes, every year</u>
T2	Will the course be offered in spring terms?	<u>Yes, every year</u>
T3	Will the course be offered in summer terms?	<u>Yes, every year All other internships are offered on demand in the catalog.</u>
U	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Summer 2027

V	Is this course required for a program(s)?	<u>Yes</u> If yes, submit a separate completed curriculum proposal to change the program(s).
W	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	<u>No</u> If yes, provide rationale:
X	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	<u>No</u> If yes, provide course ID, term, and enrollment:
Y	List any courses in which the content overlaps the proposed course. (Course ID and Name). <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering.</i>	Most departments have a similar class, but all are discipline specific. Therefore, no other letters are attached as this is specifically for construction management majors.

2. Curriculum

- A. Explain any effects of this course on any degree plans. If the addition of the course alters program requirements, submit a separate [Approval Chart for Curriculum Change](#) to update the program.
This course is for the new Construction management degree and will not have affect on existing programs as it will only be for majors.
- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.
It bridges the gap between basic construction knowledge and actual construction management.
This course is also help ensure the requirement for ACCE Standard 8.3.1, ensuring students participate in professional construction-related activities before graduation.

3. Course Design

- A. Audience and Course Goal
 1. Describe the intended audience, including prerequisite skills.
The course is designed for upper-division Construction Management majors entering their junior or senior year (junior standing) Students must demonstrate professional readiness by securing an approved industry placement and must possess basic proficiency in technical documentation.
 2. State the overarching course goal(s) in performance terms
The primary goal is for students to integrate academic training into professional practice by completing a documented field experience in a construction-related environment.

Performance is measured by the student's ability to execute professional communications, analyze field-based ethical dilemmas, and function effectively within project teams.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Create written communications appropriate to the construction industry.	Weekly Progress Reports & Final Report
2	Analyze real-world jobsite scenarios to identify ethical dilemmas and propose solutions based on industry codes of conduct and Christian stewardship	Weekly Progress Reports & Ethical Reflection Paper
3	Apply collaborative management techniques to coordinate tasks between subcontractors, owners, and design professionals in a field environment.	Employer/Supervisor Evaluation & Completion Letter

C. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings. For **combined undergraduate/graduate** courses, make two lists:

- A. full publication information; label **Undergraduate**.
- B. full publication information; label **Graduate**.

Instructor notes and company documents

4. Supporting Documentation

Required of all applications	
1	<u>Approval Chart for Curriculum Changes</u>
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.
Attach if applicable	

5	Content Overlap — Include one document for each course you listed in Section 1Y. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location(s).
7	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
8	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
9	Justification — Attach any documents to which you refer in Section 2B.

CMGT 499: Construction Internship

About the Course

Course number and title: CMGT 499: Construction Internship

Credit hours: 3

Semester and year: Summer 2027

Meeting time and place: We will meet on Canvas asynchronously

Prerequisites/corequisites: Junior standing or approval by program director

Catalog description: A supervised, professional industry experience in which students apply construction management knowledge and skills in a real project environment.

Intended audience: The course is designed for upper-division Construction Management majors entering their junior or senior year (junior standing) Students must demonstrate professional readiness by securing an approved industry placement and must possess basic proficiency in technical documentation.

About the Instructor

Professor's name, title, or rank: Timothy Kennedy, PhD, PE, Professor of Engineering and Physics

Office location (if available): OSC 113A

Phone number(s): 325.674.2854

Email address: tjk14a@acu.edu

Office hours/Contact expectations: MW 1:00-3:00 pm, TR 8:00-9:30 am, by email or Zoom

Mission Statements

ACU Mission: The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

College Mission: The mission of the Onstead College of Science and Engineering is to explore and understand God's creation in the natural world and apply the acquired knowledge and principles to address its issues and challenges.

Department Mission: To educate engineers and physicists for Christian service and leadership throughout the world

Unique Christian Perspective: ACU's Construction Management (CM) program transforms the job site into a mission field by viewing managers as builders of communities. We go beyond blueprints to cultivate the physical spaces where people live, work, and worship. Our curriculum integrates faith and learning through three core pillars:

1. Human Dignity: Prioritizing job site safety and fair labor practices reflects our commitment to the Imago Dei (Image of God) in every worker.
2. Servant Leadership: By leading with integrity, graduates act as "salt and light" in a demanding industry.
3. Ethical Stewardship: We teach the responsible management of financial and environmental resources as a form of worship and global responsibility.

This program aligns with ACU's mission to launch career-focused professionals who meet market needs without compromising their Christian identity. We empower students to make a tangible, positive impact on society, building structures that serve a higher purpose.

Course Content

Outline of topics:

Professional Onboarding and Safety; Field Documentation (Daily Logs/RFIs); Project Controls (Scheduling/Estimating); Professional Ethics; Multi-disciplinary Team Coordination.

Format of Class Course Format

This is a field-based course. The workflow involves 250 hours of site-work, weekly documentation via Canvas, and the production of a technical portfolio.

Instructional Materials

Textbook:

None Required,

Resources:

Employer Standard Operating Procedures (SOPs), Safety Manuals, and the ACU Internship Handbook provided on Canvas.

Course Outcomes

	Student Learning Outcome	Measurement
1	Create written communications appropriate to the construction industry.	Weekly Progress Reports & Final Report

2	Analyze real-world jobsite scenarios to identify ethical dilemmas and propose solutions based on industry codes of conduct and Christian stewardship	Weekly Progress Reports & Ethical Reflection Paper
3	Apply collaborative management techniques to coordinate tasks between subcontractors, owners, and design professionals in a field environment.	Employer/Supervisor Evaluation & Completion Letter

Class Activities and Grading

Activities	Weighting
Weekly progress reports	20%
Supervisor evaluation	30%
Ethical Reflection Paper	20%
Final Report/Presentation	30%
Total	100%

Final grade calculation:

Range of Points	Final Letter Grade
90%-100%	A
80%- 89%	B
70%-79%	C
60%-69%	D
Below 59%	F

University Resources

I care about your class experience. The university also has a number of resources in place to support the ACU community both in this class and all aspects of university life.

Reporting Violations / Concerns / Complaints

Incident reports alleging violations of Student Conduct or concerns/complaints can be submitted [here](#). Please use the form to submit information about an incident to Student Life / Office of the Dean of Students.

SOAR (Student Opportunities, Advocacy, and Resources):

SOAR partners with faculty, staff, parents and students to assist ACU students and connect them to resources available to support their path to success. For more information about SOAR or to make a SOAR recommendation, see <https://acu.edu/soar-program/>.

Mental Health Resources

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Abilene Christian University is committed to supporting students addressing any of these concerns.

You can contact the [Medical and Counseling Care Center](#) at counseling@acu.edu, or by calling 325-674-2626. In addition, you can access free confidential counseling services through the Timely Care app by downloading their app on any device.

In a crisis situation contact the National Suicide Prevention Hotline open 24/7 by dialing 988, or call the Police at 911.

Another wonderful resource to help you learn how to manage your stress as a student can be found in your Compass app. The Wellness Badge is designed to help you understand how to manage your stress and how to do so on our campus. Completing each of the pathways earns you a chance at incentives, and completing the entire badge will earn you 200 chapel points. You can find the badge in your Compass app.

University and Course Policies

ADA Compliance Policy:

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The ACU website provides more information at <https://acu.edu/about/uap/overview-2/about-2/>.

Please contact me to discuss any approved accommodations that you require for this class.

Title IX Policy:

At ACU, we strive to comply with all applicable legal requirements prohibiting, preventing, and responding to sexual misconduct against any member of the ACU community. The full Title IX policy and process can be found at <https://acu.edu/human-resources/title-ix-and-sexual-misconduct-information/>.

Academic Integrity Policy:

Academic integrity is demonstrated by behavior that honors the learning environment, regardless of setting, context, location or modality. ACU's Academic Integrity Policy can be

found at <https://acu.edu/office-of-the-provost/academic-policies/>.

Attendance: Attendance will be taken at the beginning of each class. If for some reason you cannot attend a class, you are required to make the necessary arrangements with the instructor. Each unexcused absence will negatively affect your attendance grade by a full 10% off your final attendance grade. This course is based on teamwork and cannot be done if you are absent.

Tardiness : In the construction industry, "on time" is considered late; being "early" is the standard for professional conduct. For this course "tardiness" is defined as any instance of a student entering the physical or virtual classroom after the scheduled start time or failing to be prepared with required materials (laptop, software loaded, scales ready) when instruction begins.

Impact on Attendance Grade: Attendance is recorded at the start of each session. Two (2) instances of tardiness will be recorded as one (1) unexcused absence.

Participation Deductions: Because estimating requires high attention to detail and team coordination, chronic tardiness (more than 3 instances) will result in a 5% reduction of the total "Participation" grade category. If a student is more than 15 minutes late, they are welcome to join the session but will be marked absent for the day as they have missed critical project set-up instructions.

Participation : Active participation is vital. You are expected to engage not as a passive observer, but as a "Junior Estimator" within a project team.

Hands-on Engagement: Students are expected to have their laptops open with the relevant plan sets or estimation software (e.g., On-Screen Takeoff) active.

Collaborative Review: Participation includes contributing to "Bid Day" simulations, asking clarifying questions regarding specifications, and participating in peer-reviews of quantity take-offs.

Late assignment/exams:

Students will be accountable for any work or assignments missed in their absence. Students must assume responsibility for viewing all lecture notes/videos, other class information, and for meeting established deadlines.

If an assignment or project is not uploaded or is saved incorrectly in Canvas 50% of the assignment points will automatically be deducted.

Technical difficulties should be addressed with the Help Desk, your classmates, then the instructor, in a reasonable time to resolve the problem before an assignment is due.

Late work is not accepted as in construction, bids are due at a specific time and place. Industry practice is bids that are turned in after the stated time are not accepted. We will abide by the same approach with all homework and assignments. Any homework or assignment turned in after the stated time will not be accepted.

Technology use :

- Cell phones need to be turned off during class. Cell phone calls, texting, or any other cell phone use will not be tolerated.

- Web surfing during class or during class exercise is not permitted unless specifically required as part of an assigned work project.

Calendar

Unit	Phase	Focus Area	Deliverables & Milestones
1	Onboarding	Safety Induction & Logistics	Internship Agreement & Safety Checklist
2	Operations	Field Reporting & RFI Management	Weekly Progress Log 1
3	Controls	Estimating & Quantity Takeoffs	Weekly Progress Log 2
4	Controls	Scheduling & Resource Planning	Supervisor Evaluation 1 (Mid-Term)
5	Ethics	Site Conduct & Christian Stewardship	Weekly Progress Log 3
6	Ethics	Conflict Resolution & Labor Ethics	Ethical Reflection Paper Due
7	Leadership	Multi-disciplinary Coordination	Weekly Progress Log 4
8	Integration	Project Management Application	Weekly Progress Log 5
9	Reporting	Portfolio & SLO Mapping	Supervisor Evaluation 2
10	Closeout	Technical Summary & Site Exit	Final Technical Report/presentation & Supervisor Final Sign-off

****This schedule subject to change in order to facilitate class learning outcomes and objectives.**

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: March 6, 2026
TO: Dr. Tim Kennedy
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, CMGT 499 – Construction Internship

The library has examined the course application and syllabus and is able to support the proposed course. Thank you for letting us review the course proposal.



February 25, 2026

Dr. Tim Kennedy
Department Chairperson, Engineering
Onstead Science Center, Rm. 113A
timothy.kennedy@acu.edu

Re: Construction Internship (CMGT 499)

Dear Dr. Kennedy,

Thank you for submitting Construction Internship (CMGT 499) to us for review. I have reviewed it based on the ACU Syllabus Guidelines. I found that the syllabus meets all aspects of the checklist.

Please note that this letter is intended as a reference, which will be read by the department chair and council members, who may also have questions or comments of their own. If you have any questions, please feel free to let me know.

Please also let me know if we can help in the design and facilitation of this course.

Sincerely,

A handwritten signature in black ink that reads 'Amy Boone'.

Amy Boone
Teaching and Learning Specialist, Adams Center