

SYLLABUS FOR THE DEPARTMENTAL CERTIFICATE IN FACILITIES MANAGEMENT

Meeting times: Sept. 25-27, 2019; 8:00 a.m. to 4:00 p.m., with a one hour lunch at noon (on your own)
Meeting place: TBD
Faculty Office: Bldg. D3, Rm. 310H
Office Hours: Thursday, 4:00 p.m. to 5:15 p.m.

Textbook required: None.

Printed materials will be provided to students during the sessions, as necessary.

About this program:

Participants in this program will develop an understanding of the macroscopic world of facilities management. It is designed to educate individuals, either novices to facilities management or those having been in the field, about the range of responsibilities, challenges, opportunities and solutions to which a senior level facilities management is likely to be exposed on a regular basis. This program is designed in such a way that the information shared with participants is applicable to any type of facilities management organization, whether education, military, patient care, etc.

Students demonstrating competency in the areas covered will be awarded a **Department Certificate**. Employers and employees are encouraged to take these sessions seriously. Weber State University anticipates that graduates of this program will be prepared to strengthen their home organizations, as well as enhance their potential for career advancements.

Program Objectives: Learning Outcomes and Goals

Upon completion of this program, participants will be able to:

- Describe the types of responsibilities frequently assigned to FM
- Explain the process for effective decision making
- Apply the capital planning process
- Display understanding of financial planning and budget management in FM
- Recite aspects of project management
- Apply basic concepts of energy management
- Display basic verbal and written communication skills
- Discuss "sustainability" and its impact on FM
- Understand attributes of effective leadership
- Understand the types of technology used in today's FM environment
- Explain the concept of emergency management and FM's role in it.
- Understand the importance of "sensitivity" in today's complex working environment
- Be exposed to a discussion on FM of tomorrow.

Grading

There will not be a traditional grade issued for participation in this program. Performance will be evaluated on a "Pass/Fail" basis, as determined by the two instructors for this program. Department Certificates will be issued only to participants who successfully complete the program, as defined in this syllabus.

Quizzes

Instructors in this program reserve the right to require participants to complete a brief assessment exercise for any one or all of the modules in this program.

Attendance

Participants are required to be present at and participate in all sessions over the course of the three days scheduled for this program. Missing any part of the program will result in non-award of the Department Certificate.

Other

ADA Statement

Any program participant requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center on the WSU Ogden Campus. SSD can also arrange to provide course materials (including this syllabus) in alternative formats, if necessary.

Academic Honesty Statement

Students are expected to uphold the standards of academic ethics and honesty set forth in the student code found in Weber State's Policies and Procedures Manual (Section 6.22.IV.D2). The following items are specifically included:

Plagiarism: Representing someone else's ideas or words as your own.

Working with another person on graded coursework without the instructor's prior permission.

Giving or receiving any course materials from this or previous semesters, including quiz solutions, exams, or any other graded item.

Making copies of copyrighted materials without permission from the author(s), except as allowed by U.S. copyright law. All course materials for this course are copyrighted.

Any use of a cell phone, or other electronic communication device is prohibited, except as might be required for the completion of in-program activities.

Biographical Sketches of FM Certificate Program Faculty

Shawna Code has worked at Weber State University since 1996, where she currently holds two positions. She is a Director in the Facilities Management department, where she and her staff manage a wide range of administrative and technical responsibilities. Additionally, Shawna is an Adjunct Instructor in the Construction and Building Sciences department in the College of Applied Sciences and Technology, where she teaches courses that focus on technical and environmental challenges associated with Facilities Management. Shawna has taught comprehensive FM-related courses at international conferences hosted by a renowned facilities management association. In addition to being a long-time employee of Weber State University, she is also a proud alumna of Weber, with an undergraduate degree in Organizational Communication. Additionally, she has a Master's Degree in Business Administration.

Since 2011, **Pete van der Have** has been a full-time faculty member at Weber State University, where he teaches facilities and construction management classes in the Construction and Building Sciences department, in the College of Applied Sciences and Technology. Prior to this time, he worked at the University of Utah for four decades, where he retired from the position of assistant vice president in Facilities Management. In this role, he participated and contributed to the design and construction of many new and remodeled buildings at the U, as well as leading an organization of up to 500 full-time employees responsible for the operation of 200+ campus facilities. Pete has performed dozens of peer evaluations for FM organizations at universities, school districts, patient care facilities, and private sector. He has also published numerous articles on FM, and contributed to books on the subject. Like Shawna, he also had taught courses at the same international facilities management association, of which he is a past president.