

Your Career Starts Here

Construction Management



d. National Association of Home Builders. This student chapter sponsors home building and residential development programs and has the opportunity to organize a team to the National NAHB Student Competition each winter.

e. Specialty Constructors. Student chapters of specialty trade organizations i.e. NECA, MCAA, ASHRAE combine to provide speakers, fieldtrips and other interaction events with members of specialty construction organizations and firms.

IV. FACULTY/STAFF

Office Hours are posted every term on the Web and on the doors/windows of each Faculty member's offices.

Office	Phone numbers are	Email addresses are:
H-338 Parminder Juneja	470-578-4219	pjuneja@kennesaw.edu
H-337 Zuhair Itr	470-578-4218	zelitr@kennesaw.edu
H-346 Maureen Weidner	470-578-5518	mweidne1@kennesaw.ed
H-331 Brandi Williams	470-578-7289	bwill276@kennesaw.edu
H-340 Charner Rodgers	470-578-4221	charner14@kennesaw.ed
H-335 Jackie Stephens	470-578-4230	jstep109@kennesaw.edu
H-336 Pavan Meadati	470-578-4217	pmeadati@kennesaw.edu
H-333 Khalid Siddiqi	470-578-4216	ksiddiqi@kennesaw.edu
H-332 Tamz Stuck	470-578-4215	tamz@kennesaw.edu
I1-121 Hussein Abaza	470-578-4236	habaza@kennesaw.edu
H-342 Sam Delgado	470-578-4229	sdelgad7@kennesaw.edu

V. ACCREDITATION

Our accrediting agency is the American Council for Construction Education. The undergraduate BS Construction program received initial accreditation February 1992. Accreditation was renewed in February 1997, February 2003, and February 2009. We are accredit- ed to February 2015.

VI. EMPLOYMENT

a. Job Posting. There is a job bulletin board in the CM corridor. Full-time, part-time and Co-Op job listings fill up most of the space. We make no guarantee about any of the companies, the employment offered, etc. We simply offer a posting service to industry. Co-Op and full-time career opportunities also are available from the Career Services office in the Student Center. Anyone interested in interviewing for Career Services' Co-Op and Career opportunities should register with the Career and Counselling Services.

b. Direct Interviewing. From time to time, construction companies want to interview CM students in our program facilities. Typically, they will arrange a noon or evening time to make a company presentation and talk with all interested students. They will follow-up with interviews on announced place and time. Students wishing to interview must attend the company presentation. Sign up with the industry placement coordinator for interview times. Students wishing to interview must turn in a one-page resume and must dress for formal interviewing (suit, coat/tie or equivalent). Please contact Career Services in the JMW Student Center for learning about interview skills.

VII. SEMESTER CURRICULUM

a. Universal advising: ALL CM students must be advised by their assigned advisor prior to registration. Advisor assignment is available from the program Administrative Assistant.

b. CM Electives. Any CM course that is not required by your selected "concentration" can count as a CM Elective. For instance; if you chose the "development concentration", your possible CM Electives are CM 3210, 3260, 3411, 3420, 3480, 3620,

3901, 3902, 4511, 4560, 4800, and Special Topics.

c. Please see the current Southern Polytechnic State University catalog for Construction courses.

UNDERGRADUATE HANDBOOK



CONTENTS

ACADEMIC POLICIES

PROGRAM ACTIVITIES

THE CONSTRUCTORS GUILD

FACULTY & STAFF

ACCREDITATION

EMPLOYMENT

SEMESTER CURRICULUM

PLANNING AIDS

I. ACADEMIC POLICIES

a. Transfer Credit:

The Admissions Office evaluates student transcripts for transfer credit upon receipt. They use an “evaluation of transfer credit” worksheet. Typically, they account for general education courses in the University System of Georgia Core Curriculum. They tend to put courses they are unsure of and courses that might match with those offered by non-general education programs into a category called “Free Electives”. The admissions office sends a notice to the student listing the evaluation of transfer credit results.

If a transfer student feels that there are courses the Admissions Office included in the “Free Electives” category that should be accepted for specific courses required in the Construction Degree Program, they should:

- 1) Go to the Admission’s Office and ask to see the worksheet. Look at the Free Electives category.
- 2) If there is a possibility of specific course credit, have a copy of the worksheet and applicable transcripts sent to the Construction Management Program.
- 3) Obtain the course description of the transfer institution course(s) from their catalog.
- 4) Arrange an appointment with your advisor to prepare a Transfer Credit Memo. This memo is sent to the Admission’s Office. The Admissions office will route it to the appropriate parties for Transfer Credit Evaluation.

b. Register only for those classes you intend to take. Excessive withdrawals are unacceptable. Attend the classes for which you register. There have been cases where non-attendance has resulted in an ‘F’ grade and “withdrawal after deadline” denied.

c. Students may obtain the forms and/or petitions shown below: The student is to deliver the completed forms to the Registrar.

- 1) REQUEST TO CHANGE MAJOR - only new program head signs
- 2) WITHDRAWAL FORM - up to published deadline into term (no fault)
- 3) COURSE SUBSTITUTION - see advisor. Program Head must sign.
- 4) ADMISSION TO CANDIDACY FOR A DEGREE - (The Graduation Petition) during the term prior to the term you intend to graduate. Any transfer credit actions or course substitution petitions must be completed prior to submitting this petition for graduation. See Senior/graduation advisor.
- 5) PETITION TO THE FACULTY (multi-purpose) - overload hours >18; extend “I”; ten-year credit; residency waiver; 50% requirement waiver; retain previous catalog (readmit); withdraw completely after deadline; withdraw partially after deadline; exclude previous major courses from graduation totals. See advisor. Program Head must sign most.

d. Grading policy is left to the discretion of the course instructor within the parameters of SPSU policy. Within the first two weeks of the term the instructor is to make a syllabus available to students. It will include grading policy and a topic outline. The syllabus may also contain policies regarding absences and a schedule for the term.

e. Many courses have prerequisite courses, courses that must be taken in previous terms. Some have prerequisite conditions such as Senior Standing or Approved Graduation Petition. The prerequisite structure of the curriculum is designed so students take courses with the proper preparation and in the appropriate phase of their academic career. DO NOT ATTEMPT TO TAKE COURSES WITHOUT HAVING THE PROPER PREREQUISITES.

f. The Capstone Project course, CM 4900 may not be taken until the student’s final term. An APPROVED GRADUATION PETITION is a pre-requisite for this course. All CM and CET courses must have been completed in prior terms. The student may take a maximum of two non-construction courses concurrently with CM 4900.

g. Advising:

1. Initial advising:

- a) For Freshmen and Transfer students: Your advising file will be created with a flowchart for monitoring academic progress. Your program file should contain copies of all registrar action regarding your status, petitions, etc. You should get an understanding of the whole process and the things you must do in order to progress through the program on track.
- b) For Transfer students only: Transfer credits will be reviewed. Initial advising will include recommendations regarding actions to be taken by the student to assure full transfer credit recognition as well as suggested coursework sequencing. The initial advisor will note your flowchart regarding courses taken, XFR credit, CPC course requirements (if any) and suggestions for action regarding petitions for “course substitution” or “exclusion of previous major”.

2. Advising: All Freshmen students can meet with academic advisor, Al Eckford, and all Sophomores can meet with academic Adviser Brandi Williams. Students are assigned to Faculty advisors once they have reached the Junior class level. Students who are undecided will be assigned to the general concentration major. Your advisor is responsible for reminding you of any incomplete paperwork to be completed by you, i.e. various Petitions and Transfer Credit Requests. This advisor is there to guide your course selection in conformance with requirements of the degree program and to provide counsel when requested.

This advisor may conduct advising by email if you are sure of your selections and are up to date on your paperwork. He/She may refuse to advise you by email if there are outstanding advising issues apparent in your advising folder. You must determine a plan for completion of your degree requirements while being advised by during the first two years of your enrollment. The advisor will update your flowchart and transfer your advising file to a “Senior/Graduation Auditor (SGA) when you have completed 90 semester hours. You must complete all course substitution petitions and transfer credit actions prior to going on to a Senior/Graduation Auditor.

3. Senior/Graduation advising: In the semester before you plan to graduate you should submit your petition to graduate. To petition, you should first go to the Registrar’s Office to submit your Petition to Graduate form. Deadline dates for the Graduation

Petition are located down the hallway in the Construction Management Department or outside the Admissions Office. The form should be taken to the Registrar’s office to be reviewed by the Senior Auditor. Once your petition has been audited, your fee will be taken from your student account. Your Senior/Graduation Auditor (SGA) is responsible for communicating to you what your specific requirements are for graduation. Your SGA will conduct a Graduation Audit to assist in this process. Your SGA may choose not to advise you by email as there are numerous items that directly require student action in this process.

II. PROGRAM ACTIVITIES

a. Welcome Back.

Each Fall and Spring term the CM Department holds a “Welcome Back” gathering early in the term. All CM majors and interested SPSU students are invited. Awards, scholarship announcements, faculty activities, student organization activities, graduate student orientation etc. are on the agenda. Hot dogs, burgers, and soft drinks are usually provided.

b. Student competitions.

- 1) Each Fall, at the Associated Schools of Construction Southeast Regional meeting, Southern Polytechnic State University construction team(s) competes with teams from other regional CM construction programs.
- 2) In addition, CM Student teams participate in Mechanical Contractors and National Electrical Contractors Competition.

d. Scholarships:

There are annual scholarships available from AGC, Georgia Utilities Contractors, The American Society of Professional Estimators (Golden Hammer), Flagler Scholarship and a few other industry associations. Most of the scholarships offered are announced during the Fall Semester. Contact the CMD administrative assistant for current availability.

e. Checking your email:

Many important announcements are made via email. It is expected that each student will check their SPSU email at least on a daily basis.

III. THE CONSTRUCTORS GUILD:

All CM students are members of the Constructors Guild. This organization includes the student chapters of many national organizations as listed in the interest area categories below:

a. Sigma Lambda Chi (SLC) is the national scholastic honor society for the profession of Construction. The purpose of SLC is to recognize outstanding academic achievement. The Society started in 1949 at Michigan State University and now has 46 chapters in the U.S. and several foreign countries. The national office is located at Purdue University in West Lafayette, IN. The local chapter is Rho-2, which formed shortly after the Construction program started at Southern Polytechnic State University. Membership is by invitation and is for life. The members are those students who meet the highest academic standards; requirements for selection to membership in the Society include a 3.0 GPA, a minimum residence period at Southern Polytechnic of two semesters, completion of at least two 3000 level Construction courses, and participation in extracurricular activities. Candidates must also exhibit character traits that will reflect creditably upon the University and the Construction profession. The top 1/3 of Graduate Students is also eligible for membership. The local student chapter periodically engages in charitable work and the members assist newer students with their academic and extracurricular endeavors.

b. American Institute of Constructors. Those that wish to join the National AIC as student members are members of the Student Chapter of AIC. They receive the AIC newsletter and Journal. More information and application forms to National AIC are available from the AIC faculty advisor.

c. General/building constructors. Representing both the AGC and ABC Student Chapters at SPSU. It sponsors luncheons with construction industry leaders, Habitat for Humanity or similar activities, and a student competition practice to prepare various student teams for the yearly ASC Competition.