CM 4400/01 – CM Internship
Construction Management Department
College of Architecture & Construction Management
Term: Summer 2018

**Prerequisite:** Must be a Construction Management student, requires approval from Career Services, and a GPA of 2.5 or better.

**Class Meeting time:** TBA

**Course Website:** [http://d2l.kennesaw.edu](http://d2l.kennesaw.edu)

**Class Location:** TBA

**Class instruction methodology:** Hybrid (3-0-3)

**Instructor:** Brandi Williams

**Office Location:** H 331

**Office Hours:** M by appointment, T 4:00 – 6:30PM, W by appointment, TH 4:00 – 6:30PM, F by appointment

**Email/Phone:** bwill276@kennesaw.edu 407-915-7289

**Course Communications:** D2L email within the KSU D2L Brightspace Access

**Required Text/ISBN Number:** None required.
   *Additional reading material for selected topics may be assigned.

**COURSE SYLLABUS**

The intent of the syllabus is to provide the students with information on the course content, required learning outcomes, grading policy, course policies, and Kennesaw State University student policies and resources. This syllabus also includes the tentative topical outline and schedule. Each student is expected to abide by the stated policies.

**Course Catalog Description:** A supervised credit-earning work experience of one academic semester with a previously approved business firm, private agency or government agency working within the Construction or Facility Management industry. Internship sites must be secured in advance of the semester of the placement and must be approved by the internship coordinator. The goal is for students to attain practical experience while using their acquired academic skills.

**Student Learning Outcomes covered in this course:**

SLO 8 – Analyze methods, materials, and equipment used to construct projects.
SLO 9 – Apply construction management skills as a member of a multi-disciplinary team.
SLO 12 – Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
Course Learning Outcomes

Upon completion of the course the student will have the ability to:

CLO 1 – Explain the processes of their assigned project(s)
CLO 2 – Prepare weekly reports describing their tasks and proficiencies
CLO 3 – Classify the delivery method of your project and identify stakeholders

Purpose of this course:
All courses in the Construction Management program contribute to the body of knowledge required to complete the Capstone project necessary for graduation. Each course in the Construction Management program provides the student with an opportunity to attain knowledge, skills, and abilities in one or more of the 20 Student Learning Outcomes (SLO) set forth by the American Council for Construction Education (ACCE). The student’s level of achievement of SLO is measured through one or more Course Learning Outcomes (CLO). The mapping of CLOs with SLOs for the course is shown in the table below followed by the table that presents the mapping of CLO with assessment tools.

Mapping of CLO with SLO

<table>
<thead>
<tr>
<th>Assessment</th>
<th>CLO 1</th>
<th>CLO 2</th>
<th>CLO 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 8</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SLO 9</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SLO 12</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Mapping of Assessment with CLO

<table>
<thead>
<tr>
<th>Assessment</th>
<th>CLO 1</th>
<th>CLO 2</th>
<th>CLO 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1 (Initial Report)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Weekly reports (Assignments 2-11)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Assignment 12 (Final Report)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
COURSE POLICIES

Attendance Policy: Attendance is required for the internship component of the course. Excused absences must include proper notice and/or documentation.

Quiz / Exam Policy: There are no quizzes for this course.

Make-up Policy: There are no make-up exams.

Assignment Policy: Assignments are posted on D2L. Each assignment has either a Drop Box or is identified as a graded component of the course. Due dates and times are given for all assignments. It is your responsibility to submit the work in the appropriate Drop Box in D2L before the time expires. If the Drop Box has an End Date, then that is the last possible date to submit late work. All student work will be graded within one week of submission.

Course Technology: This course requires access to a computer. The Construction Management Department has 105 computer stations available for student use. At a minimum, students should be able to use a word processing application, a spreadsheet application and a presentation application (i.e., Microsoft Word, Excel and PowerPoint). Bluebeam software is available for estimating, plan review and document management.

Evaluation & Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1, Initial Report</td>
<td>15%</td>
</tr>
<tr>
<td>Assignments 2-11, Weekly Reports</td>
<td>50%</td>
</tr>
<tr>
<td>Assignment 12, Final Report</td>
<td>15%</td>
</tr>
<tr>
<td>Required Class Meetings</td>
<td>10%</td>
</tr>
<tr>
<td>Employer Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

A = 90-100  B = 80-89  C = 70-79  D = 60-69  F = Below 60

There are three required meetings for the class. Dates and times will be posted on D2L, all meetings will take place during the evening. All meetings will take place in the Academic Building (Building H) on the Marietta Campus of Kennesaw State University. Meeting room numbers will be posted in advance on D2L.
### CM 4400: COURSE TOPICAL OUTLINE & SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Meeting</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus Review, First Work Week</td>
<td>Intro Meeting</td>
<td>Assignments 1 and 2</td>
</tr>
<tr>
<td>2</td>
<td>Second Work Week</td>
<td></td>
<td>Assignment 3</td>
</tr>
<tr>
<td>3</td>
<td>Third Work Week</td>
<td></td>
<td>Assignment 4</td>
</tr>
<tr>
<td>4</td>
<td>Fourth Work Week</td>
<td></td>
<td>Assignment 5</td>
</tr>
<tr>
<td>5</td>
<td>Fifth Work Week</td>
<td></td>
<td>Assignment 6</td>
</tr>
<tr>
<td>6</td>
<td>Sixth Work Week</td>
<td>Midterm Meeting</td>
<td>Assignment 7</td>
</tr>
<tr>
<td>7</td>
<td>Seventh Work Week</td>
<td></td>
<td>Assignment 8</td>
</tr>
<tr>
<td>8</td>
<td>Eighth Work Week</td>
<td></td>
<td>Assignment 9</td>
</tr>
<tr>
<td>9</td>
<td>Ninth Work Week</td>
<td></td>
<td>Assignment 10</td>
</tr>
<tr>
<td>10</td>
<td>Tenth Work Week</td>
<td>Final Meeting</td>
<td>Assignment 11</td>
</tr>
<tr>
<td>11</td>
<td>Final Exam Week</td>
<td></td>
<td>Assignment 12</td>
</tr>
</tbody>
</table>

Note: The topical outline and schedule are tentative and subject to change per the progress of the course.
UNIVERSITY POLICIES: Statement of Student Rights and Responsibilities
KSU Student Code of Conduct

PLAGIARISM AND CHEATING:
Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also https://web.kennesaw.edu/scai/content/ksu-student-code-conduct. University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the KSU Student Academic Integrity.

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES:
Students requesting accommodation for disabilities must first register with the Office of Disabled Student Support Services at http://www.kennesaw.edu/stu_dev/dsss/dsss.html. The Office of Disabled Student Support Services will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

KSU DISRUPTION OF CAMPUS LIFE POLICY:
All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity. See also http://scai.kennesaw.edu/codes.php

KSU ENROLLMENT MANAGEMENT/COURSE ATTENDANCE POLICY:
Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

KSU MILITARY WITHDRAWALS POLICY:
Kennesaw State students who are called to active duty or who are deployed during the term may be eligible for a military withdrawal. Students who withdraw for military reasons will receive a WM grade in all courses and receive a refund of tuition and mandatory fees and a pro rata refund of other fees. Students who would like to withdraw for military reasons must submit a copy of their official orders to the Registrar's office. Military withdrawals do not count as part of the eight (maximum) allowed withdrawals.

COPYRIGHT LAW:
It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service
activities. The University System of Georgia ensure compliance with copyright law in the following ways.

A. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.

B. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;

C. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System;

D. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

PROTECTING STUDENTS’ PRIVACY (FERPA):

Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students’ names and grades and possibly social security numbers are accessible to everyone. Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you don’t return it to them in class. Information should not be made public in any way in which a student’s grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.

You may visit the Student Handbook which outlines FERPA rights.

http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263#rightsofstudentrecords

Privacy in the Education Process. A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University’s online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University’s designated technology learning system.
KSU SEXUAL MISCONDUCT POLICY:
KSU does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. The University has a comprehensive sexual misconduct policy (https://policy.kennesaw.edu/content/sexual-misconduct-policy) and affirms its responsibility to:

- Respond promptly and effectively to sex discrimination, especially sexual harassment and sexual violence;
- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students with appropriate resources regardless of their status as complainant or accused.

Questions about this policy should be directed to the KSU Office of Institutional Equity (OIE) and Title IX officer by telephone at (470) 578-5189. You may also visit the University’s OIE at http://equity.kennesaw.edu for more information.

This policy applies broadly to all KSU employees, students, and third parties. All individuals are encouraged to report and seek assistance regarding incidents of sexual misconduct. A student who is under the influence of alcohol or drugs in violation of the KSU Student Code of Conduct at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. In order to encourage students to come forward, disciplinary violations against a student (or against a witness) for his or her use of alcohol or drugs will not be enforced if the student is making a good faith report of sexual misconduct.

KSU COURSE WITHDRAWAL POLICY
Students may withdraw from one or more courses any time before the last week of the semester. Summer withdrawal dates vary according to the part of term in which the student is enrolled. However, as of fall 2004, students will be allowed a maximum of eight total withdrawals if they enter KSU as a freshman. Transfer students will be allowed one withdrawal per fifteen credit hours attempted, for a maximum of eight. Students who choose to pursue a second degree at KSU will be allowed two additional withdrawals. Students who entered KSU before fall 2004 will be allowed one withdrawal per fifteen credit hours attempted for a maximum of eight after the institution of this policy. As part of the Kennesaw State University and Southern Polytechnic State University Consolidation process, SPSU students will have eight withdrawals available beginning Fall Semester 2015.

Students who exceed the maximum number of withdrawals will receive a grade of “WF” for any subsequent withdrawals. To completely or partially withdraw from classes at KSU, a student must withdraw online through Owl Express.

Students who officially withdraw from courses before the last day to withdraw without academic penalty will receive a grade of “W” and receive no credit. Students who officially withdraw after the last day to withdraw without academic penalty and before the last week of classes during the semester or who have exceeded the maximum number of withdrawals will receive a grade of “WF,” which will be counted as an “F” in the calculation of their grade point average.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which must be fully documented. Students may appeal to the Academic Standing Committee for consideration of unusual circumstances. Exact withdrawal dates are published in the official academic calendar. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. Students will receive refunds only when they withdraw from ALL their classes and only by the schedule outlined in the University System refund policy.

**Netiquette: Communication Courtesy:**
All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf
Electronic Recording & Social Media Policy

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall electronically record any class discussion without the written permission of the instructor. No person shall publish online or elsewhere any electronic recording of a class discussion without the written permission of the instructor and any other persons who were recorded. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor and any other persons who were/will be recorded. Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the Disabled Student Support Services available at: http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml

INCLEMENT WEATHER POLICY:
During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather.

The University will announce campus closures and delayed schedules in several ways. The easiest way to receive the information is by signing up for KSU Alerts, which will send a message to your phone and an email to your university account.

In addition, announcements will be made by a notice on the Kennesaw State University home page at www.kennesaw.edu.

GETTING HELP

For issues with technical difficulties, please contact the Student Helpdesk:
1. Fill out a service form http://uits.kennesaw.edu/support/formselect.php?s=tech
2. Email: studenthelpdesk@kennesaw.edu
3. Call: 770-499-3555

Getting Started With Technology Services http://uits.kennesaw.edu/

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from ITS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Additional Technology Resources
1. Student Service Desk and Help Center studenthelpdesk@kennesaw.edu
3. USG Desire2Learn Help Center https://d2lhelp.view.usg.edu/
4. D2L Training Options & Resources for Students https://web.kennesaw.edu/acs/pages/desire2learn/student-resources-d2l
5. Computertrain Online Courses http://www.kennesaw.edu/dlc/FacultyResources/
6. ITS Documentation Center http://uits.kennesaw.edu/docs/netaccess/guides/windows7_wifi_instructions.pdf
7. Check Service Outages http://status.usg.edu/
8. Maintenance Schedule  https://usg.desire2learn.com

**Academic Resources**
1. Academic Tutoring Services  http://www.kennesaw.edu/stu_dev/alp/academic.shtml
2. Disability Resources  http://www.kennesaw.edu/stu_dev/dsss/dsss.html
4. Library  http://www.kennesaw.edu/library/
7. Math Lab  http://mathlab.kennesaw.edu/

**Student Support and Wellness Resources**
1. Career Services Center  https://careerctr.kennesaw.edu/
2. Counseling and Psychological Services  http://sss.kennesaw.edu/cps/
3. Center for Health, Promotion and Wellness  http://www.kennesaw.edu/col_hhs/wellness/
4. Student Health Clinic  http://studenthealth.kennesawstateauxiliary.com/

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. The Complaints and Appeals Page was developed to assist current and prospective students in submitting complaints and appeals and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address related student complaint.  http://www.kennesaw.edu/complaints_appeals.shtml

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two way Video conference site in place of a meeting on the KSU campus.
STUDENT LEARNING OUTCOMES
Upon graduation from an accredited ACCE 4-year program a graduate shall be able to:

<table>
<thead>
<tr>
<th>ACCE SLO</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1 – Create written communications appropriate to the construction discipline.</td>
<td></td>
</tr>
<tr>
<td>SLO 2 – Create oral presentations appropriate to the construction discipline.</td>
<td></td>
</tr>
<tr>
<td>SLO 3 – Create a construction project safety plan.</td>
<td></td>
</tr>
<tr>
<td>SLO 4 – Create construction project cost estimates.</td>
<td></td>
</tr>
<tr>
<td>SLO 5 – Create construction project schedules.</td>
<td></td>
</tr>
<tr>
<td>SLO 6 – Analyze professional decisions based on ethical principles.</td>
<td></td>
</tr>
<tr>
<td>SLO 7 – Analyze construction documents for planning and management of construction processes.</td>
<td></td>
</tr>
<tr>
<td>SLO 8 – Analyze methods, materials, and equipment used to construct projects.</td>
<td></td>
</tr>
<tr>
<td>SLO 9 – Apply construction management skills as a member of a multi-disciplinary team.</td>
<td></td>
</tr>
<tr>
<td>SLO 10 – Apply electronic-based technology to manage the construction process.</td>
<td></td>
</tr>
<tr>
<td>SLO 11 – Apply basic surveying techniques for construction layout and control.</td>
<td></td>
</tr>
<tr>
<td>SLO 12 – Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.</td>
<td></td>
</tr>
<tr>
<td>SLO 13 – Understand construction risk management.</td>
<td></td>
</tr>
<tr>
<td>SLO 14 – Understand construction accounting and cost control.</td>
<td></td>
</tr>
<tr>
<td>SLO 15 – Understand construction quality assurance and control.</td>
<td></td>
</tr>
<tr>
<td>SLO 16 – Understand construction project control processes.</td>
<td></td>
</tr>
<tr>
<td>SLO 17 – Understand the legal implications of contract, common, and regulatory law to manage a construction project.</td>
<td></td>
</tr>
<tr>
<td>SLO 18 – Understand the basic principles of sustainable construction.</td>
<td></td>
</tr>
<tr>
<td>SLO 19 – Understand the basic principles of structural behavior.</td>
<td></td>
</tr>
<tr>
<td>SLO 20 – Understand the basic principles of mechanical, electrical and piping systems.</td>
<td></td>
</tr>
</tbody>
</table>