CM 1000 – Orientation to Construction & Development
College of Architecture & Construction Management
Term: Fall 2017

Prerequisite: N/A
Class Meeting time: MW 5:00-6:20
Course Website: http://d2l.kennesaw.edu
Class Location: H Building Room 200
Class Instruction Methodology: 1-2-2 (Lecture 1, Lab 2, Other 0). This course is 100% in class.
Instructor: Professor Irish Horsey
Office Location & Hours: H341A Mon/Wed 10:30-12:15 and 2:30-3:15
Course Communications: ihorsey@kennesaw.edu (Preferred method of contact: D2L Email)

COURSE SYLLABUS

Construction Management faculty are involved in the development of knowledge, understanding, and application in an environment where we monitor, manage, and facilitate the learning process. The instructor strives to provide a rich learning environment that allows for a range of individual learning styles. The following syllabus provides specific topics for the course through various forms of teaching and discovery based on a selection of reading materials and other resources.

Course Catalog Description: An introduction to construction industry careers; an overview of construction industry sectors and the industry’s impact on the economy; and discussion of the basics of the construction process. Also includes a preview of the construction degree curriculum and an overview of Kennesaw policies, procedures, and resources.

Purpose of Course: Introduction to Construction Management as a career.

Course Learning Outcomes (CLO):
CLO 1. Understand the fundamentals of the construction process.
CLO 2. Identify terms related to the construction process.
CLO 3. Understand the roles and responsibilities of those involved in the construction process (SLO #12).
CLO 4. Identify project types and stages of construction.
CLO 5. Understand differing contract types and delivery methodologies (SLO #12).
CLO 6. Identify construction management professional certifications, organizations, and associations.
CLO 7. Understand the construction degree curriculum.

ASCE Student Learning Outcome (SLO):
SLO 12. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.

Assessment Tools: There are two direct assessments for this course. Students will explain their understanding of the different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process through the completion of these assessments.
COURSE POLICIES

Cell Phone Policy: The use of cell phones, smart phones, or mobile communication devices is prohibited during class except for interactive class participation as directed by the instructor.

Attendance Policy: Attendance is mandatory in order to fully participate in class. The only acceptable excused absences are: illness (with documentation) or your participation in a University sponsored event which instructor must have prior notice. Work related conflicts are not excused absences. You will be allowed three absences with no penalty. Students are solely responsible for managing their enrollment status in a class; non-attendance does not constitute a withdrawal. The course withdrawal policy is located at www.kennesaw.edu/registrar/policies/withdrawl.php.

Quiz/Exam Policy: There are no quizzes or exams scheduled for this course, however, pop quizzes (graded as lab assignments) may occur at the discretion of the instructor. There will be two assessments on understanding the different methods of project delivery and the roles. The assessments will be completed in class. Students who do not attend class will receive a grade of zero for the assessments.

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

Participation & Assignment Policy: There will be daily lab assignments completed in class only. You must be present for class in order to receive credit for the lab assignment. There will be one weekly homework assignment due Sunday at midnight. Assignment information will be provided during class and key topics/dates will be posted on course D2L. Students who do not attend class will receive a grade of zero for any missed lab assignments. Late work will not be accepted.

Course Technology: 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).

Evaluation & Grading: Each lab and homework assignment is worth 10 points. Grades will be assigned according to the following scale:

\[
\begin{align*}
A & = 90 - 100 \\
B & = 80 - 89 \\
C & = 70 - 79 \\
D & = 60 - 69 \\
F & = Below 60
\end{align*}
\]

Course Weights

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<thead>
<tr>
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<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Assignments</td>
<td>50%</td>
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<tr>
<td>Homework</td>
<td>30%</td>
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<tr>
<td>Assessments</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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Resources:

| Advisement           | Richard Redding  \\
|----------------------|------------------|
|                      | Academic Advisor for College of Architecture & Construction Management  \\
|                      | rredding9@kennesaw.edu  |
| CM Website:          | http://cascm.kennesaw.edu/constructionmanagement/index.php  |
| Registration / Course Conflicts: | http://cascm.kennesaw.edu/constructionmanagement/students/override_request.php  |
| Career Planning:     | Mary Neeley  \\
|                      | mneeley7@kennesaw.edu / http://careers.kennesaw.edu/  |
UNIVERSITY POLICIES
Statement of Student Rights and Responsibilities
KSU Student Code of Conduct

Academic Integrity Policy
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 the Department of Student Conduct and Academic Integrity’s website for more information.

Plagiarism and Cheating
No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

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 Policy at http://kennesaw.edu/handbooks/faculty/section2_13.php.

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/dss/dssss.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.

**Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. See online etiquette: 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/dss/prospect.shtml.

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. 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/dss/dss.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.
## Course Outline – CM 1000 Orientation to Construction and Development

Subject to change with notice.

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<tr>
<th>Week</th>
<th>CLASS TOPIC</th>
<th>WEEKLY ASSIGNMENT</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Course Introduction&lt;br&gt;Aug 14&lt;br&gt;Aug 16&lt;br&gt;Intro to KSU CM</td>
<td>Read Chapter 1</td>
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<td><strong>Week 2</strong></td>
<td>Chapter 1 The Construction Industry&lt;br&gt;Aug 21&lt;br&gt;Aug 23&lt;br&gt;&lt;i&gt;Dean Cole KSU / Dr. Siddiqi / CMStaff&lt;/i&gt;</td>
<td>Week 2 Lab&lt;br&gt;Read Chapter 2&lt;br&gt;Terms to Know Ch. 1</td>
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<tr>
<td><strong>Week 3</strong></td>
<td>Chapter 2 What is Construction Management?&lt;br&gt;Aug 28&lt;br&gt;Aug 30&lt;br&gt;Career Planning – &lt;i&gt;Mary Neely&lt;/i&gt;?&lt;br&gt;Assessment 1</td>
<td>Week 3 Lab&lt;br&gt;Read Chapters 3&lt;br&gt;Terms to Know Ch. 2&lt;br&gt;Review Questions Ch. 2</td>
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<td><strong>Week 4</strong></td>
<td>Labor Day Holiday – No Class&lt;br&gt;Sept 4&lt;br&gt;Sept 6&lt;br&gt;Chapter 3 How We Get the Work Done</td>
<td>Week 4 Lab&lt;br&gt;Read Chapter 4&lt;br&gt;Terms to Know Ch. 3</td>
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<td><strong>Week 5</strong></td>
<td>Chapter 4 The Construction Contract&lt;br&gt;Sept 11&lt;br&gt;Sept 13&lt;br&gt;Advisement – &lt;i&gt;Richard Redding&lt;/i&gt;?</td>
<td>Week 5 Lab&lt;br&gt;Read Chapter 5&lt;br&gt;Terms to Know Ch. 4</td>
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<td><strong>Week 6</strong></td>
<td>Chapter 5 Project Stages&lt;br&gt;Sept 18&lt;br&gt;Sept 20&lt;br&gt;Construction Process – &lt;i&gt;Guest Speaker&lt;/i&gt;?&lt;br&gt;Assessment 2</td>
<td>Week 6 Lab&lt;br&gt;Read Chapter 6&lt;br&gt;Terms to Know Ch. 5</td>
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<td><strong>Week 7</strong></td>
<td>Chapter 6 Estimating Project Costs&lt;br&gt;Sept 25&lt;br&gt;Sept 27&lt;br&gt;Degree Works</td>
<td>Week 7 Lab&lt;br&gt;Read Chapter 7&lt;br&gt;Terms to Know Ch. 6</td>
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<td><strong>Week 8</strong></td>
<td>Chapter 7 Contract Administration&lt;br&gt;Oct 2&lt;br&gt;Oct 4&lt;br&gt;Architecture Presentation – &lt;i&gt;Guest Speaker&lt;/i&gt;?</td>
<td>Week 8 Lab&lt;br&gt;Read Chapters 8&lt;br&gt;Terms to Know Ch. 7</td>
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<td><strong>Week 9</strong></td>
<td>Chapter 8 Constr Ops and Job Site Mgt&lt;br&gt;Oct 9&lt;br&gt;Oct 11&lt;br&gt;Field Operations – &lt;i&gt;Guest Speaker&lt;/i&gt;?</td>
<td>Week 9 Lab&lt;br&gt;Read Chapter 9&lt;br&gt;Terms to Know Ch. 8</td>
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<td><strong>Week 10</strong></td>
<td>Chapter 9 Project Planning and Scheduling&lt;br&gt;Oct 16&lt;br&gt;Oct 18&lt;br&gt;ACM Tech Lab Tour</td>
<td>Week 10 Lab&lt;br&gt;Read Chapter 10&lt;br&gt;Terms to Know Ch. 9</td>
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<td><strong>Week 11</strong></td>
<td>Chapter 10 Monitoring Project Performance&lt;br&gt;Oct 23&lt;br&gt;Oct 25&lt;br&gt;Leadership</td>
<td>Week 11 Lab&lt;br&gt;Read Chapter 11&lt;br&gt;Terms to Know Ch. 10</td>
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<td><strong>Week 12</strong></td>
<td>Chapter 11 Managing Quality and Safety&lt;br&gt;Oct 30&lt;br&gt;Nov 1&lt;br&gt;Safety Management – &lt;i&gt;Guest Speaker&lt;/i&gt;?</td>
<td>Week 12 Lab&lt;br&gt;Read Chapter 12&lt;br&gt;Terms to Know Ch. 11</td>
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<td><strong>Week 13</strong></td>
<td>Chapter 12 Managing Project Risk&lt;br&gt;Nov 6&lt;br&gt;Nov 8&lt;br&gt;Teamwork</td>
<td>Week 13 Lab&lt;br&gt;Read Chapter 13&lt;br&gt;Terms to Know Ch. 12</td>
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<td><strong>Week 14</strong></td>
<td>Chapter 13 Building Information Modeling&lt;br&gt;Nov 13&lt;br&gt;Nov 15&lt;br&gt;BIM/Autodesk – &lt;i&gt;Josh Boone&lt;/i&gt;?</td>
<td>Week 14 Lab&lt;br&gt;Terms to Know Ch. 13</td>
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<td><strong>Fall Break – No Classes Scheduled 11/20/17 - 11/26/17</strong></td>
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| **Week 15** | General Contractor – <i>Guest Speaker</i>?
Nov 27
Nov 29 | Capstone Student Panel Discussion |
| **Week 16** |  |  |