CM 1000 – Orientation to Construction
Construction Management Department
College of Architecture & Construction Management
Term: Spring 2017

Prerequisite: N/A
Class Meeting time: TTh 3:30-4:45
Course Website: http://d2l.kennesaw.edu
Class Location: H Building Room 200
Class Instruction Methodology: Lecture & Lab (2-2-3)
Instructor: Professor Irish Horsey
Office Location & Hours: H341A  Tues/Thurs 1:00-3:00
Course Communications: ihorsey@kennesaw.edu  (Preferred method of contact: D2L Email)

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:
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 Southern Polytechnic policies, procedures, and resources.

Course Learning Outcomes:

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

CLO 1 – Know and Understand different CM Concentrations.
CLO 2 – Understand CM Flow Charts
CLO 3 – Understand CM Curriculum Check Sheet
CLO 4 – Have a Basic knowledge of Construction Management, Scheduling, and Estimating.

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 Assessment with CLO

<table>
<thead>
<tr>
<th>Assessment</th>
<th>CLO 1</th>
<th>CLO 2</th>
<th>CLO 3</th>
<th>CLO 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Week 4 Quizzes</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Week 5 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Week 7 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Week 8 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Week 9 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 10 Quizzes</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
**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](http://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:

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

**Course Weights**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Assignments</td>
<td>50%</td>
</tr>
<tr>
<td>Homework</td>
<td>50%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Resources:**

<table>
<thead>
<tr>
<th>Advisement</th>
<th>Richard Redding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Advisor for College of Architecture &amp; Construction Management</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:redding9@kennesaw.edu">redding9@kennesaw.edu</a></td>
</tr>
<tr>
<td>CM Website</td>
<td>[<a href="http://c">http://c</a> ACM .kennesaw .edu/constructionmanagement/index .php](<a href="http://c">http://c</a> ACM.kennesaw.edu/constructionmanagement/index.php)</td>
</tr>
<tr>
<td>Registration /</td>
<td>[<a href="http://c">http://c</a> ACM .kennesaw .edu/constructionmanagement/students/override_request.php](<a href="http://c">http://c</a> ACM.kennesaw.edu/constructionmanagement/students/override_request.php)</td>
</tr>
<tr>
<td>Course Conflicts</td>
<td></td>
</tr>
<tr>
<td>Career Planning</td>
<td>Mary Neeley</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mneeley7@kennesaw.edu">mneeley7@kennesaw.edu</a> / <a href="http://careers.kennesaw.edu/">http://careers.kennesaw.edu/</a></td>
</tr>
</tbody>
</table>
# CM 1000: COURSE TOPICAL OUTLINE & SCHEDULE

<table>
<thead>
<tr>
<th>Week 1</th>
<th>CLASS TOPIC</th>
<th>WEEKLY ASSIGNMENT</th>
</tr>
</thead>
</table>
|        | Course Introduction  
Intro to KSU CM  
Dean Cole KSU / Dr. Siddiqi / CMStaff | Syllabus Quiz  
Read Chapter 1 |
|        | Week 2 Lab  
Read Chapter 2  
Terms to Know Ch. 1 |
| Week 2 | Chapter 1 The Construction Industry | Week 2 Lab  
Read Chapter 2  
Terms to Know Ch. 1 |
| Week 3 | Chapter 2 What is Construction Management  
Career Planning – Mary Neely  
Assessment 1 | Week 3 Lab  
Read Chapters 3  
Terms to Know Ch. 2  
Review Questions Ch. 2 |
| Week 4 | Labor Day Holiday – No Class  
Chapter 3 How We Get the Work Done | Week 4 Lab  
Read Chapter 4  
Terms to Know Ch. 3 |
| Week 5 | Chapter 4 The Construction Contract  
Advisement – Richard Redding | Week 5 Lab  
Read Chapter 5  
Terms to Know Ch. 4 |
| Week 6 | Chapter 5 Project Stages  
Construction Process – Guest Speaker  
Assessment 2 | Week 6 Lab  
Read Chapter 6  
Terms to Know Ch. 5 |
| Week 7 | Chapter 6 Estimating Project Costs  
Degree Works | Week 7 Lab  
Read Chapter 7  
Terms to Know Ch. 6 |
| Week 8 | Chapter 7 Contract Administration  
Architecture Presentation – Guest Speaker | Week 8 Lab  
Read Chapters 8  
Terms to Know Ch. 7 |
| Week 9 | Chapter 8 Constr Ops and Job Site Mgt  
Field Operations – Guest Speaker | Week 9 Lab  
Read Chapter 9  
Terms to Know Ch. 8 |
| Week 10 | Chapter 9 Project Planning and Scheduling  
ACM Tech Lab Tour | Week 10 Lab  
Read Chapter 10  
Terms to Know Ch. 9 |
| Week 11 | Chapter 10 Monitoring Project Performance  
Leadership | Week 11 Lab  
Read Chapter 11  
Terms to Know Ch. 10 |
| Week 12 | Chapter 11 Managing Quality and Safety  
Safety Management – Guest Speaker | Week 12 Lab  
Read Chapter 12  
Terms to Know Ch. 11 |
| Week 13 | Chapter 12 Managing Project Risk  
Teamwork | Week 13 Lab  
Read Chapter 13  
Terms to Know Ch. 12 |
| Week 14 | Chapter 13 Building Information Modeling  
BIM/Autodesk – Guest Speaker | Week 14 Lab  
Terms to Know Ch. 13 |
| Week 15 | General Contractor – Guest Speaker  
Capstone Student Panel Discussion | |

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

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](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/dsss/dsss.html](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.  

**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](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](http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml)

GETTING HELP
For issues with technical difficulties, please contact the Student Helpdesk:  
2. Email: studenthelpdesk@kennesaw.edu  
3. Call: 770-499-3555  
Getting Started With Technology Services [http://uits.kennesaw.edu/](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
2. Browser Checker  
   https://usg.desire2learn.com/d2l/tools/system_check/systemcheck.asp?ou=6606
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
3. ESL Study and Tutorial Center  
   http://www.kennesaw.edu/us/programs/esl.php
4. Library  http://www.kennesaw.edu/library/
5. Supplemental Instruction  
   http://www.kennesaw.edu/us/programs/si.php
7. Math Lab  http://mathlab.kennesaw.edu/
8. The KSU Writing Center helps students in all majors improve their writing. Experienced, friendly writing assistants help with topic development, revision, research, documentation, grammar, and more. For more information or to make an appointment, visit writingcenter.kennesaw.edu or stop by English Building, Room 242 (Kennesaw campus) or Building A, Room 184 (Marietta campus).

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.  

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:

*There are no ACCE SLOs assigned to this course.*

<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>