CM 3410 02 – Construction Quantity Surveying
College of Architecture & Construction Management
Term: Spring 2018

Prerequisite: CM 3000, 3110
Class Meeting time: (M-W from 6:00 to 8:00 PM)
Course Website: http://d2l.kennesaw.edu
Class Location: H 320
Class instruction methodology: 100% in classroom. Lecture discussion and lab work sessions. Lab work can happen also outside classroom hours.
Instructor: Zuhair El-Itr, Ph.D., CCE
Office Location & Hours:
Office is located in Room # H337
M/W 1-2:00 PM; and 8:00-9:00 and Other Office Hours can be scheduled by appointment only by calling my cellular phone number below or by sending an e-mail to D2L (Office Hour Procedure: Please schedule your office consultation by sending an e-mail or by calling in advance to guarantee service)

Course Communications: Email /Phone zelitr@kennesaw.edu; 470-915-5517 Cell (as last resort) 404-886-6047
Preferred method of contact: email always first, phone second, and Cellular last

Required Text/ISBN Number:
No Required Textbook

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. 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:
A study of techniques in the process of construction estimating, with an emphasis on development of the quantity survey. The completion of a specification takeoff and a quantity survey of commercial construction are required.

Purpose of Course:
Learn on how to prepare quantity surveying in order to prepare a construction cost estimate.

Course Goals, Objectives & Expectations:
Read understand and translate construction specifications and drawings for a commercial construction project into quantities of material, labor and equipment, organized in a specific format to allow the preparation of a cost estimate using the CSI cost reporting format Project:
How This Course Relates to the Student Learning Outcomes in the Construction Management Program:
This course is needed in order to prepare student Estimate construction project implementation costs.

Student Learning Outcomes:
By the end of the class Student should have:
• The ability to calculate quantities of material, labor, and equipment from construction drawings and specifications
• The ability to classify those quantities into the appropriate CSI or Work Breakdown Structure
• The ability to translate and present those quantities in a proper format to enable the creation of a detailed cost estimate

COURSE POLICIES

Attendance Policy:
Students are required to attend every class. However, if they have to miss a class for any reason it is their responsibility to catch up with the class material, scheduled exam or any announcement.
• No make-up test will be given.
• No Handout will be redistributed: it is the student responsibility to keep up with the covered material.
• The student will always get the three best scores of the four scheduled exams

Quiz / Exam Policy:
Tests will be announced in the class one week before they are scheduled. Four tests will be given and the best three grades will be used in computing the final grade. Grades will be returned after 10 working Days from the scheduled exam. During a test: it is the student responsibility to be punctual: Important information is typically covered in the first Five minutes. Each student is expected to have his or her own: Calculator, Reference material, etc. Otherwise won’t be accepted in the classroom. After Grades are turned to the whole class a student has a total of 7 Calendar Days to contest his or her grade. After a Month from the date of the test: Exams will be thrown away.

Make-up Policy:
• No make-up test will be given except in extreme condition or prior approval of a legitimate reason

Assignment Policy:
After every lecture a Class (or CSI Division) homework will be given in order to enforce and apply the knowledge that was presented during the lecture. The homework will be a numerical application in which student are encouraged to work in a group in order to solve the problem. Afterwards a Class discussion and solution will be presented.

Course Technology: N/A
Evaluation & Grading:

Test 1-4 (3 @ 25%) Project (1@25%) – Best three grades No makeup tests will be given - Deadlines will be enforced. Student will be given four equal opportunities to represent his/her mastering of the class material. Historical records show that the class will typically average a 78/100 with the following grade distribution 30% A, 40% B, 25% C and 5% D

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

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

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.

**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

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.

**KSU Writing Center**
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)."
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<th>Div 5: Metals: Structural Framing: Columns, Beams, joist, decking, misc. metals</th>
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<td>15</td>
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<td>Steel Take Off Problem Solving Session</td>
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<td>Review Session: Division 4-5</td>
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<td>Test #3: Masonry-</td>
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<td>Doors and Windows Take Off</td>
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<td>19</td>
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<td>Div 9: Floor Finishes, Wall and Ceiling Finishes, Specialties</td>
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<td>Test 4 Metals (Not Required)</td>
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