

Your Career Starts Here



Construction Management

IV. FACULTY/STAFF

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V. ACCREDITATION

Our accrediting agencies are the American Council for Construction Education (ACCE) and International Facility Management Association (IFMA). The undergraduate BS Construction program received initial accreditation in February 1992. The ACCE accreditation was renewed in February 2015. We are accredited to February 2021.

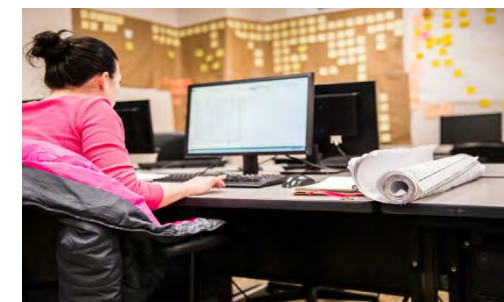
VI. EMPLOYMENT

- Job Postings: There is a job bulletin board in the CM corridor. We make no guarantee about any of the companies, the employment offered, etc. We simply offer a posting service to industry. Co-Op positions, part-time, and full-time career opportunities are also available from the Career Planning and Development office in the Student Center. Please log into Handshake to begin your job search process and contact Career and Planning Development with any questions.
- Direct Interviewing: From time to time, construction companies want to interview CM students in our program facilities. Typically, they will arrange a company presentation and talk with interested students followed up with interview opportunities during an announced place and time. Students must attend the company presentation to receive an interview. When interviewing, you must present a resume and wear suit, coat/tie, or equivalent. For on campus interviewing through the Career Planning and Development office, follow all instructions given by the employer along with any additional instructions given by Career Planning and Development in Handshake. Please contact Career Planning and Development in the Student Center for assistance with resume/cover letter writing, job search skills, career fair tips, interview skills and for a practice, mock interview. We arrange two CM Department career fairs in September and February of each year. Career and Planning Development also offers a STEM Career Fair in the fall and spring. All of these provide excellent opportunities for you to gain experience both while you are in school and upon graduation.

VII. SEMESTER CURRICULUM

- Universal advising: ALL CM students must be advised by their assigned advisor prior to registration.
- 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 3170, 3260, 3270, 3280, 3290, 3310, 3420, 3440, 3480, 3500, 4190, 4230, 4480, and 4660.
- Please see the current KSU catalog for Construction courses.
- National Association of Home Builders (NAHB). This student chapter sponsors home building and residential development programs and has the opportunity to organize a team for the national student competition each winter.
- 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.

UNDERGRADUATE HANDBOOK



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SEMESTER CURRICULUM

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 will send notices to a 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 Admissions 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 goes to the Admissions 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 head of new program signs
 - 2) WITHDRAWAL FORM - up to published deadline into term (no fault)
 - 3) COURSE SUBSTITUTION - see advisor. Head of Program 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 (re-admit); withdraw completely after deadline; withdraw partially after deadline; exclude previous major courses from graduation totals. See advisor. Head of Program must sign most.
- d. Grading policy is left to the discretion of the course instructor within the parameters of KSU 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 can only be taken during 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. At least a ‘C’ is required for all major courses in any CM discipline.
- h. 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 must obtain an understanding of the entire process and the things you personally are responsible to 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 and Sophomore students meet with academic advisor Richard Redding. Students are assigned to Faculty advisors once they have reached Junior class level. Students who are undecided will be assigned to the general concentration major. Your 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, during the first two years of your enrollment. At the Junior and Senior grade level, the academic advisor and the faculty advisor will work together to update your flowchart prior to petitioning to graduate and requesting any course substitutions.

3. Senior/Graduation advising: In the semester before you plan to graduate you should submit your petition to graduate. **Petitions are done through Owl Express and students should check the academic calendar for dates and deadlines.** 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 KSU 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: Each fall, at the Associated Schools of Construction (ASC) Southeast Regional meeting, Kennesaw State University construction team(s) will compete with teams from other regional CM construction programs. In addition, CM Student teams participate in Associated Builders and Contractors (ABC), Associated General Contractors of America (AGC), National Association of Home Builders (NAHB), National Electric Contractors Association (NECA), Mechanical Contractors Association of America (MCAA), Roofing Industry Alliance for Progress (Alliance), and other construction industry organizations.
- c. Scholarships: (See www.cacm.kennesaw.edu). There are multiple scholarships available to CM students from AECA, Bridget D. Cantrell, CIAB, Davidson Family Endowed, Flagler Foundation, Fluor, Golden Hammer Award, Greater Atlanta Electrical League, GUCA, Houzz, IFMA, Juneau, NAHB, NAWIC Founders’, Toy-Mench, Whiting-Turner. and a few other industry associations.
- d. Checking your email: Many important announcements are made via email. It is expected that each student will check their KSU email at least on a daily basis. You are advised to use only your KSU email account to appeal to CM faculty and advisor.

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 – now Kennesaw State University. Membership is by invitation only and is lifetime. 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 Kennesaw State University 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 positively upon the University and the Construction profession. The top 1/3 of Graduate Students are 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 obtained from the AIC faculty advisor.
- c. General/building constructors. Representing both the AGC and ABC Student Chapters at KSU. 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.