

GRADUATE HANDBOOK



Master of Science in Construction

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PREFACE

Admission to the Master of Science with a major in Construction is open to persons holding the bachelor or higher degree in engineering, engineering technology, construction management, construction technology, architecture, management, or related degree from an accredited college or university. Preference in admission will be given to applicants having professional experience in a construction work environment. The admission procedure is competitive in that students will be admitted only if academic accomplishments and work experience demonstrate that they can successfully complete the program.

I. Admission Requirements – See the latest SPSU Catalog

a. Admission procedure

All admissions materials must be received by the dates in the following schedule:

- July 1 for the Fall term
- November 1 for the Spring term
- April 1 for the Summer term

For international applicants (applying from outside the United States) materials must be received by the dates in the following schedule:

- July 1 for the Spring term
- April 1 for the Fall term

Applicants for admission to the Master of Science program with a major in Construction must submit the following to the Admissions Office:

- (a) an application for admission to the program,
- (b) an official copy of scores on the Graduate Record Exam "General Test"; or the GMAT
- (c) an official transcript from each college the applicant has attended,
- (d) a certificate of immunization,

and in addition;

- (e) at least three recommendation forms which have been completed by supervisors, professors, or professional colleagues, one of which must be from the current supervisor. These must be sent directly to the Construction Program.

b. Admission criteria

Applicants for admission to the Master of Science program in Construction must meet the following criteria:

Regular Admission: A score of 850 or better on the General Test (verbal and quantitative) of the GRE or a score of 500 on the GMAT; and an undergraduate GPA of 2.75 or better on a 4.00 scale.

c. Acceptance to the MS Construction program

Upon receipt of all completed application materials the student is eligible for review by the CM Graduate Committee. Application materials include the application form, immunization form, transcripts of all college course work, GRE or GMAT scores, TOEFL scores (and other international student requirements as applicable) by the Admissions/Registrar's office and recommendation forms (plus statement of career goals if for conditional status) by the Construction Program office. The CM Graduate Committee will review the admissions documents and make recommendations to the Graduate Coordinator who will send a letter of acceptance.

II. Advising and operational policies.

- a. All graduate students are to be advised each term by the Graduate Coordinator or assigned advisor. In straightforward cases, this may be done by email. Graduate Students are to receive a copy of this Handbook at the initial orientation and advising session with the Graduate Coordinator. Graduate Orientation occurs the evening of Registration Day. The program requires that entering students **MUST** attend this session. The evaluation of the orientation process is attached at the end of this handbook. Please fill out the evaluation form and return it to the Graduate Coordinator.

- b. Students are required to have email addresses. A free SPSU account can be obtained by applying in room H-244. Once you have an email address, please register it with the program administrative secretary.
- c. Graduate students will be advised as to foundation competency requirements, program structure, and program policies at their initial orientation/registration for the program. Graduate students shall satisfy foundation competencies within the first three semesters after enrollment, unless otherwise arranged with the graduate coordinator.

III. Curriculum and Academic Policies

- a. All CM graduate students are expected to maintain the highest standard of academic honesty and professionalism. Any evidence of academic dishonesty, including plagiarism, may be grounds for expulsion from the program
- b. The requirements are a minimum of 36 hours of graduate work as designated below. A grade of "C" or better for each course is required.

Required Courses (16 hours)	Hours
CM 6000 Information Methods	4
CM 6100 Construction Law (or 61xx from elective listing)	4
CM 6200 Strategic Bidding and Estimating	4
CM 6600 Construction Risk Analysis and Control	4
 Optional Courses (20 hours)	
1) Elective Courses Option. Select from those listed below and Special Topics courses as offered.	
*CM 61XX, 63XX, 64XX, 65XX, 69XX	20-hours
2) Thesis Option	
*CM 61XX, 63XX, 64XX, 65XX, 69XX	8-12-hours
CM 7801-7804 Master's Thesis	8-12-hours
3) Project Option	
*CM 61XX, 63XX, 64XX, 65XX, 69XX	12-16-hours
CM 7701-7704 Master's Project	4-8-hours
* Other 6000 level courses (as approved by Graduate Advisor)	

Foundation: In addition to the 36 required hours, students must demonstrate competency in the following: English communication skills, construction graphics, construction methods and techniques, structural systems, construction estimating, computer skills, construction scheduling, and construction accounting and finance. Courses taken to show competency in these areas will not count toward the 36 hours required for the graduate degree. Competency can be shown by successfully completing coursework or by successfully completing competency testing developed by the Program.

c. Special Topics (6000-level)

Special topic subjects may be offered on occasion by the Construction Program. These courses meet the Elective requirement category of the MS Construction program and may be taken if approved by the Graduate Coordinator.

d. Project/Thesis Requirements (7000-level)

See Policy Memo No. 1 (attached) regarding Project/Thesis course credit.

e. Independent Study (5000 or 6000-level)

See Policy Memo No. 2 (attached) regarding Independent Study course credit.

IV. Program Activities

a. Welcome Back

Each Fall and Spring term the program holds a "Welcome Back" gathering early in the term. All CM majors and interested SPSU students are invited. Awards, scholarship announcements, faculty activities, student organization activities etc. are on the agenda. Food and soft drinks are usually provided.

b. Student organization programs

All students are encouraged to attend meetings organized by the Constructors Guild. These functions are great learning and networking opportunities.

V. Constructors' Guild.

All CM students are members of the Constructors' Guild. This organization includes the student chapters of the following national organizations under the interest area groupings 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.

Membership is by invitation and is for life. The members are those students who meet the highest academic standards; requirements for selection of undergraduate students to membership in the Society include a 3.0 GPA, a minimum residence period at Southern Polytechnic of two semesters, completion of at least two 3000 level Construction courses, and participation in extracurricular activities. Candidates must also exhibit character traits which will reflect creditably 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 become Professional members of the Student Chapter of AIC receive the AIC newsletter and Journal. More information and application forms for National AIC are available from the AIC faculty advisor.

c. General/building construction. Representing both the AGC and ABC Student Chapters at SPSU, sponsor luncheons with construction industry leaders, Habitat for Humanity or similar activities, and a student competition practice to prepare various student teams for the yearly undergraduate ASC Competition.

d. Home building/development. National Association of Home Builders student chapter sponsors and organizes a team to the National NAHB Student Competition each winter.

e. Specialty Construction. Student chapters of specialty trade organizations (e.g. NECA, PMAG, IEC, CAAG, ASHRAE, and others) combine to provide speakers, field trips and other interaction with members of specialty construction organizations and firms.

VI. Graduate students are strongly encouraged to become active members of professional industry associations (e.g. Construction Management Association of America-CMMA, etc.)

VII. Faculty/Staff

- a. Office Hours for faculty are posted every term on the internet and, typically, on faculty office doors.
- b. Office and Phone numbers are

H-337	David Pierce 678-915-5518	dpierce@spsu.edu
H-340	Zuhair Itr 678-915-5517	zitr@spsu.edu
H-338	Javier Irizarry 678-915-4229	jirizarr@spsu.edu
H-331	John Mench 678-915-7289	Jmench@spsu.edu
H-335	Shariar Makarechi	smakarechi@spsu.edu
H-336 - Graduate Coordinator	Gouranga Banik 678-915-3711	gbanik@spsu.edu
	Pavan Meadati 678-915-3715	pmeadati@spsu.edu
	Hussein Abaza 678-915-3719	ahussein@spsu.edu
H-333 – Construction Department Chair	Khalid Siddiqi 678-915-7221	ksiddiqi@spsu.edu
H-332 – Administrative Secretary	Sharon Hamrick 678-915-7221	shamric2@spsu.edu
Graduate Assistants H-341		
H-310	Part-Time Instructors	
Office FAX	678-915-4966	

VIII. Employment - Placement

- a. Job Posting. Due to the Construction Department's relationship with the construction industry, students have better than average opportunities to gain employment while pursuing their graduate degree. There are job bulletin boards in the CM corridor. Full-time, part-time and Co-Op job listings fill up most of the space. We make no guarantee about any of the companies, the employment offered, etc. We simply offer a posting service to industry. Co-Op and full-time career opportunities also are available from the Career Services office in Howell Dorm. Anyone interested in interviewing for Career Services' Co-Op and Career opportunities should register with Career Services.
- b. Direct Interviewing. From time to time, construction companies want to interview CM students in our program facilities. Typically, they will arrange a Thursday noon or evening time to make a company presentation and talk with all interested students. They will follow-up with interviews on Friday. Students wishing to interview must attend the Thursday presentation. Sign up with the program administrative secretary or the industry placement coordinator for interview times. Students wishing to interview must turn in a one page resume and must dress for formal interviewing (suit, coat/tie or equivalent). Videotapes on "interviewing" are available on loan from the program administrative secretary. They may be viewed in our viewing room during regular program office hours.
- c. Resume dissemination. Students may put their one-page resume on file with the program. The Program will fax those resumes on file when requested by a prospective industry employer. This continues beyond graduation for our alumni, if the student desires it.

VIII. Planning Your Core Courses

All core courses are not taught every semester. Therefore, it is important that the CM graduate student plan to take the core courses when they are offered. In an effort to assist with your planning, the typical schedule for core course offerings is provided. The list below does not guarantee that a course will be offered in the semester indicated. However, what appears here is the intended schedule.

<u>COURSE</u>	<u>Offered During</u>
CM 6000	Spring
CM 6100	Fall
CM 6200	Fall
CM 6600	Spring

IX. Electives

A variety of electives are offered to the enrolled graduate student in the Construction MS program. It is important to note that not all classes are offered each semester. In addition, there are some courses that are taught more frequently than others, depending on faculty schedules, interest and expertise. Below are three lists; the "A" list includes courses offered more often than not, while the "B" list includes courses that are seldom offered. Other special topics courses that are offered from time to time are included on the "C" list.

"A" Courses:

CM 5030	CM 6410
CM 6120	CM 6430
CM 6320	CM 6520
CM 6330	CM 6540

"B" Courses:

CM 6110	CM 6420
CM 6130	CM 6510
CM 6310	CM 6530

"C" Courses:

CM 6904 – Specialty (Mechanical, Electrical, Plumbing Systems)
CM 6904 – Sustainable Building Systems
CM 6904 – Commercial Refrigeration Systems

X. Course Descriptions

COURSE NUMBER...COURSE NAME...LECTURE HRS-LAB HRS-CREDIT HRS

CM 5030 Descriptive Structural Systems 4-0-4

A descriptive study of structural behavior with an overview of statics, strength of materials, design of beams and columns for concrete, steel and timber structural systems.

CM 6000 Information Methods 4-0-4

A course in communications technique improvement and preparation for functioning in an information based society. Conceptual and methodological issues in construction research will be explored with emphasis on construction specific resources. Data development and analysis will be studied to include the concepts of validity, reliability, and applications of statistics.

CM 6100 Construction Law: Contracts and Claims 4-0-4

This course focuses on the legal problems and concerns frequently encountered by constructors and others who participate in the construction process. Topics include the formation of contracts and the various contractual relationships; methods of modification and termination of the contracts; exploration of licensure and professional liability of the construction practitioner.

CM 6110 Commercial Construction Transactions 4-0-4

Prerequisite: CM 6100

This course is an extension of CM 6100, with course topic discussion being devoted to commercial construction transactions in relation to the construction contracting process. Discussion is devoted to UCC Article 2, 3, and 9 as applicable to construction vendor contracts. Also, discussion is devoted to the hybrid contracting process and the legal implications of bidding for goods and services that qualify under commercial contract law.

CM 6120 Dispute Resolution 4-0-4

Prerequisite: CM 6100

This course will survey the growth of the alternate dispute resolution field, giving emphasis to alternative dispute resolution theory and its application to the construction industry. A student will be exposed to different resolution processes relative to the construction industry; namely, negotiations, mediation and arbitration.

CM 6130 Case Studies in Construction 4-0-4

Prerequisite: CM 6100

This course is designed to explore the multiple contractual complications that typically arise within the construction contracting process. Topics will develop and explore the technical aspects of procurement, implementation, construction operations, through to post contractual obligation and liabilities inherent in the construction industry.

CM 6200 Strategic Bidding and Estimating 4-0-4

A review of all normal bid-preparation activities that should take place in a prime contractor's organization from the initial decisions on project selection and receipt of drawings and specifications, through the estimating process and sub-bid research, final bid assembly, markup and submission, to postmortems and necessary follow-up actions. Significant attention will be devoted to bidding techniques, strategies, practices, and methods recommended to handle these functions.

CM 6310 Advanced Scheduling and Integrated Controls 4-0-4

An exploration of current techniques and practices of integrated project control systems for construction. Subjects covered include various methods of project scheduling and monitoring, resource management, time-cost tradeoffs, organizing and managing schedule data, forecasting and trend analysis, and presentation of schedule information. Special emphasis is placed on the use of modern integrated scheduling practices and associated computer tools.

CM 6320 Construction Information Systems 4-0-4

The interaction of information technology with the construction industry. Opportunities and risks for individuals and organizations are examined in the realms of information flow, decision making and a changing world. Human and ethical issues are considered. Students are introduced through laboratory exercises to construction specific products, to construction applications of conventional database systems and to data transfer technologies.

CM 6330 Advanced Operations: Constructability, Value Engineering, Productivity 4-0-4

An exploration of project processes and organization including procurement, startup, documentation, payment, change order administration and job closeout. Included is project analysis for constructability, value engineering, and productivity analysis and improvement techniques.

CM 6410 Building Failures and Defective Work 4-0-4

A study of problems, trends and issues related to workmanship and product failures during a time of rapid change in the construction industry. It will discuss concepts, philosophy and technology behind the subject issues and seek the exchange of ideas and views. Students will be expected to gain knowledge in the subject topics and develop skill in researching for facts extended to effective written and verbal presentation of the findings.

CM 6420 Tall Buildings 4-0-4

A study of tall buildings in the society of today and tomorrow. Form giving factors will be identified and problems of planning, design and construction explored. The project manager's role in the tall building process will be related to specific building examples. International differences in the role of tall buildings will become apparent, yet common threads will be found which can be useful in a shrinking world and a more universal construction industry.

CM 6430 Automation and Robotics 4-0-4

A study of the level of application of automation and robotics to construction. Techniques and equipment in varying stages of development as well as current applications will be presented for analysis and discussion. Students will be challenged to conceptualize new ways of applying technology to improve industry productivity through automation and robotics.

CM 6510 Marketing of Construction Services 4-0-4

An examination of how construction services are marketed in the various sectors of the construction industry. The relevant characteristics of construction organizations and target clients will be explored with various scenarios structured to highlight critical parameters of search and match. The potential contributions of the media and conventional planning/analysis techniques will be considered.

CM 6520 International Construction 4-0-4

An introduction to the construction industry in the international arena. Projects and processes will be studied. Issues of contract law, industry regulation, currency exchange, payment guarantees and risk management will be examined and related to respective countries of concern. Operations under different cultural norms will be projected in realistic scenarios.

CM 6530 Construction Markets 4-0-4

A study of the dominant factors at work in different construction markets. Geographic, technological, economic, political, organizational, and social influences on construction markets are included. Market groupings by type of construction are identified and paradigms of construction are explored.

CM 6540 The Construction Company 4-0-4

Organization of the construction firm is covered in this course. Financing of the firm, marketing the various construction services of the firm and exploring the economics which are unique to the construction industry are analyzed. Strategic planning and planning for growth of a construction firm are included in the course. Insurance, bonding, employee development, and labor relations are studied. The continuing relationships with clients, bankers, bonding companies and design professionals are explored.

CM 6600 Construction Risk Analysis and Control 4-0-4

This course focuses on the safety practices mandated by government regulation and required by good business practice. The costs of safety and the lack of it is examined. Workers' compensation insurance cost is integrated into the issues of safety. Exposure analysis, risk management, risk transfer and the costs associated with each are examined in this course.

CM 6901 - 6904 Special Topics variable credit-1 to 4 hours

Prerequisite: Consent of the program head

Special topics offered by the program when the demand warrants such offerings.

CM 7701 - 7704 Master's Project variable credit-1 to 4 hours

Prerequisite: CM 6000 and Consent of the program head.

This course is designed for the students who want to focus their course of study on a particular aspect of construction. The student works independently under the supervision of the course professor on a project or an inquiry that is significant in the construction industry. The topic of the project or inquiry must be prior approved and the student must continue the work in a manner that is satisfactory to the course professor. The student is expected to submit a substantial report and to defend this submittal and the course work taken in the degree program. This course may be repeated but no more than 8 hours may be applied toward the requirements for graduation.

CM 7801 - 7804 Master's Thesis variable credit-1 to 4 hours

Prerequisites: CM 6000. Completion of 24 hours of graduate Construction degree course work or consent of the program head and approval of thesis proposal are required. Intensive research project that results in a formal written thesis. Usually in an area of interest discovered by the student in early stages of the Construction program or work experience. Students may enroll for a maximum of 4 hours per quarter for thesis credit. The student works independently under the supervision of the thesis advisor on an inquiry that is significant to the construction industry. The topic must be prior approved and the student must continue the work in a manner that is satisfactory to the thesis advisor. The student is expected to submit a substantial body of research work and to defend this submittal and the course work taken in the degree program. This course may be repeated but no more than 12 hours may be applied toward the requirements of graduation.

IX. ATTACHMENTS

- a. Policy Memo No. 1 re: Project/Thesis
- b. Policy Memo No. 2 re: Independent Study
- c. Conversion chart quarter to semester
- d. Orientation Evaluation Form

GRADUATE PROGRAM
MS in Construction
Policy Memo No 1.

SUBJECT: Program Protocol for CM 7701 - 7704 Master's Project and CM 7801 - 7804 Master's Thesis.

1. Students contemplating registration in either of these courses shall discuss their options and eligibility with the Graduate Coordinator.
2. Eligible students shall select a graduate faculty member as the principal project or thesis advisor and develop a viable proposal. Two additional faculty members shall be selected by the student to provide additional review and counsel expertise.
3. The proposed thesis or project shall be defined concisely in one short paragraph according to the attached format and circulated to the entire graduate committee prior to registration. Registration is then the student's responsibility.
4. Completion of an approved study is primarily a student responsibility. The principal project or thesis advisor will play a major role in guiding and critiquing the student work and be supported in periodic written reviews by the two additional advisors
5. Completed work shall be presented to the Graduate Committee at a time and place to be coordinated by the principal project or thesis advisor.
6. Final presentation shall include oral as well as written components. The written component shall be in 8.5x11 format. Style shall be that specified by a pre-chosen journal, Chicago, or APA. Two copies shall be permanently bound in black hard covers, one for program files and one for the principal advisor. Two unbound copies shall be given to the library. Additional unbound copies shall be provided to the other faculty attendees.
7. Final student grade shall be the responsibility of the principal project or thesis advisor.
8. Completed "Topic Approval Forms" shall be maintained in the program individual student files.

CM 7701 - 7704 Master's Project & CM 7801 - 7804 Master's Thesis

Topic Approval Form

Print/Type Student Name:

Date: / /

Statement of Topic or Investigation: (Type title below and use as separate, but attached, sheet to describe your project/thesis in abstract format (APA))

(Use additional sheets as necessary)

Signatures

Date

Student: _____

Thesis/Project Committee

Principal: _____

Advisor: _____

Advisor: _____

Advisor: _____

Faculty: _____

Faculty: _____

Department Chairperson: _____

Comments from Thesis/Project Committee (Attach Separate Sheet if Necessary):

CM 7701 - 7704 Master's Project & CM 7801 - 7804 Master's Thesis

Proposal Approval Form

Print/Type Student Name:

Date: / /

Title of Topic or Investigation:

Proposal: (Outline of Study—Attach Fully-Developed Proposal not less than 25-pages in length)

(Use additional sheets as necessary)

Signatures

Date

Thesis/Project Committee

Principal: _____

Advisor: _____

Advisor: _____

Advisor: _____

External (optional): _____

The Library has published the following Procedures for Master Thesis & Project Bindery:

1. Two copies of SPSU Master's theses will be retained permanently by the Library. One copy should be on acid-free paper for the SPSU Library Archives, and one copy on 20LB paper for the library's circulating collection. Only one copy on 20LB paper for Master's project is retained in the library's circulating collection. (All other rules apply to Master's projects.)
2. The program of origin is responsible for delivering the unbound copies to the Acquisitions Program of the library. In addition, the program should supply the library with the number of copies to be bound for the program, faculty and the students.
3. Copies of thesis or projects must be submitted with the Program Acceptance Form with approved signatures. The following information should be provided as well: author, title, program, and the student telephone number.
4. Copies bound for the program and faculty will be charged to the program. The Acquisitions Librarian is responsible for keeping records of bound theses and projects.
5. Copies for students are bound at their own expense. A check or money order made out to SPSU library, in the proper amount, must accompany the request.
6. The Acquisitions Librarian will inform the program or the student when bound theses and projects have been returned from the bindery.

**GRADUATE PROGRAM
MS in Construction**

Policy Memo No 2.

SUBJECT: Program Protocol for CM 6901 - 6904 Independent Study.

Independent Study is defined as a term long period of study by a student under the direction of a regular faculty member. The study is expected to be based on a construction related subject and need not involve classic research. Credit hours allowed are 1-4. Topics will typically originate with the faculty but may be suggested by a student.

1. Students contemplating registration in this course of study shall discuss their options and eligibility with the Graduate Coordinator.
2. Eligible students shall select a regular faculty member as the study advisor and develop a viable proposal through discussion.
3. The proposed study shall be defined concisely in one short paragraph according to the attached format and reviewed by the student and selected faculty advisor with the program head. A copy of the approved proposal will be placed in the student file. Registration is then the student's responsibility.
4. A course outline or syllabus of study will be prepared by the student and faculty advisor together, thereby assuring appropriate content and objectives. Completion of an approved program of study is primarily a student responsibility. The study advisor will play a major role in guiding and critiquing the student work and meet with the student weekly.
5. Completed work shall be presented to the advisor and other interested faculty at a time/place as coordinated by the student.
6. Final presentation shall include oral as well as written and/or other media components. The written component shall be in 8.5x11 format (APA-style). Two copies shall be permanently bound in black Acco-Press covers, one for program files and one for the study advisor. Additional unbound copies shall be provided to the other faculty attendees.
7. Final student grade shall be the responsibility of the study advisor.
8. Completed "Topic Approval Forms" shall be maintained in the program individual student files.

CM 6901 - 6904 Independent Study

Topic Approval Form

Printed/Typed Student Name:

Date: / /

Statement of Topic or Investigation: (Use abstract format—APA style)

Signatures
Special Topic Approvals

Date

Student: _____

Faculty Advisor: _____

Department Chairperson: _____

Comments from Special Topic Advisor or Department Chairperson (Attach Sheet if Necessary):

IF YOU ATTENDED SPSU's GRADUATE PROGRAM WHEN THE QUARTER SYSTEM WAS IN PLACE, PLEASE USE THE BELOW INFORMATION FOR PLANNING.

MS Construction Conversion Chart

Quarter Courses (ON LEFT) = Equivalent Semester Course (ON RIGHT)

=====

CM 502 Construction Materials and Methods = CM 5020 Construction Materials and Methods

CM 503 Descriptive Structural Systems = CM 5030 Descriptive Structural Systems

CM 600 Research Methods (CS 610) = CM 6000 Information Methods

CM 610 Construction Law & Dispute Resolution = CM 6100 Construction Law - Contracts & Claims

CM 620 Estimating and Bidding Strategy = CM 6200 Strategic Bidding and Estimating

CM 630 Project Management & Administration = CM 6300 Planning & Control of Complex Projects

CM 640 Project Controls = CM 6310 ADV. SCHEDULING & INTEGRATED CONTROLS

CM 650 Management of the Construction Firm = CM 6500 The Construction Company

CM 660 Construction Safety & Risk Management = CM 6600 Construction Risk Analysis & Control

CM 695 Construction Special Topics = CM 69XX CONST. SPECIAL TOPICS EL.

Note 1: If you have taken CM 640 it will count as one of the three semester Elective Options, as indicated above. If you have taken other 5 (quarter) hour electives approved for your graduate program under the quarter catalog they will count as 4 semester hours toward the 12 semester hours of Elective Options. CS 610 or other accepted research methods course (quarter) will count as CM 6000 (semester).

Note 2: CM 6000, and any CM Focus Area course will count as 5 (quarter) hour courses meeting the elective requirements under the quarter catalog for those staying under the quarter catalog.

Note 3: TMGT 601, taken as part of quarter requirements will be accepted as credit toward electives under the semester system.

Initial Advisement & Orientation Checklist

Student Name: ____

Reviewer's Name: ____ Signature: _____

FOUNDATION COMPETENCIES

COURSE REQUIRED (Yes/No)

Computer Skills (CM 3000)

Construction Graphics (CM 2000)

Scheduling (CM 4510)

Estimating I: Quantity Surveying (CM 3410)

Construction Methods & Techniques (CM 3110 or CM 3160)

Structural Systems (CM 5030)

Construction Finance & Feasibility (CM 3620)

English Communication Skills

REQUIRED COURSES (16 SEMESTER HOURS)

CM 6000: Information Methods

CM 6100: Construction Law

CM 6200: Strategic Bidding and Estimating

CM 6600: Construction Risk Analysis and Control

ELECTIVE COURSES (20 SEMESTER HOURS)

Student Acknowledgement: I agree to take the above listed Foundation Courses. I agree to complete the noted foundation courses within first 3-semesters of enrolling in the graduate program, unless otherwise arranged.

Student Signature: _____

**Southern Polytechnic State University
Construction Department**

Graduate Orientation Evaluation

Please rank SPSU's Construction graduate orientation program on a scale from 1 to 5.
(5-excellent, 4-good, 3-satisfactory, 2-fair, 1-poor). No name is required.

Also, add any comments that would aid us in presenting a better orientation program in the future.

Please circle.

1. Were the presenters clear in the information that they provided to you? 5 4 3 2 1

2. Was the information provided from the handouts, pamphlets, and/or brochures
adequate?..... 5 4 3 2 1

3. Were all your questions answered to your satisfaction? 5 4 3 2 1

4. What parts of the orientation were most helpful?

5. How would you rank the overall quality of the orientation program? 5 4 3 2 1

6. What suggestions could you give us to improve our orientation session?