

# Construction Department

## UNDERGRADUATE HANDBOOK



Bachelor of Science in Construction

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## 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 sends a notice to the 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 Admission's 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 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 is sent to the Admission's 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 new program head signs
- 2) WITHDRAWAL FORM - up to published deadline into term (no fault)
- 3) COURSE SUBSTITUTION - see advisor. Program Head 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. Program Head must sign.
- 5) PETITION TO THE FACULTY (multi-purpose) - overload hours >21; extend "I"; ten-year credit; residency waiver; 50% requirement waiver; retain previous catalog (readmit); withdraw completely after deadline; withdraw partially after deadline; exclude previous major courses from graduation totals. See advisor. Program Head must sign most.

d. Grading policy is left to the discretion of the course instructor within the parameters of SPSU 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 may not be taken until the student's final term. An APPROVED GRADUATION PETITION is a prerequisite 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. 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 should get an understanding of the whole process and the things you must 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. Intermediate advising:** There will be an advisor for the 'general' concentration; and, there will be an advisor handling both the 'development' and 'specialty' construction students. If you are undecided see the 'general' concentration advisor. Your intermediate advisor is responsible for reminding you of any incomplete paperwork to be completed by you. i.e. petitions and transfer credit. This 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 by email if there are outstanding advising

issues apparent in your advising folder. You must determine a working schedule for completion of your degree requirements while being advised by your intermediate advisor. The intermediate advisor will update your flowchart and transfer your advising file to a "Senior/Graduation Auditor (SGA) when you have completed 90 semester hours. You must complete all course substitution petitions and transfer credit actions prior to going on to a Senior/Graduation Auditor.

3. **Senior/Graduation advising:** 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. Once signed by the Program Head, the Graduation Petition must be taken by the student to the Business Office and Registrar's office for payment and final processing. Deadline dates for the Graduation Petition are published in each "Term Bulletin" and are in the term prior to the term your graduation one. Your SGA may choose **not** to advise 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 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, graduate student orientation etc. are on the agenda. Food and soft drinks are usually provided.

### b. Student competitions.

- 1) Each Fall, at the ASC Southeast Regional meeting, Southern Polytechnic State University construction team(s) compete with teams from other regional construction programs.
- 2) Each Winter the NAHB has the opportunity to participate in a national student (residential/development) competition.

### c. The CM Program holds a party for the capstone seniors and graduate students each term.

### d. Scholarships:

There are annual scholarships available from AGC, Georgia Utilities Contractors, The American Society of Professional Estimators (Golden Hammer), and a few other industry associations intermittently. Contact the program administrative secretary for current availability.

### e. Email accounts.

Each student is required to have a working email address. A free SPSU account can be obtained by applying in room H-244. Once you have an email address register it with the program administrative secretary.

## 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. Membership is by invitation and is for life. 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 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 that will reflect creditably upon the University and the Construction profession. The top 1/3 of Graduate Students is 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 available from the AIC faculty advisor.
- c. General/building constructors. Representing both the AGC and ABC Student Chapters at SPSU. 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.
- d. National Association of Home Builders. This student chapter sponsors home building and residential development programs and has the opportunity to organize a team to the National NAHB Student Competition each winter.
- e. 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.

#### IV. FACULTY/STAFF

a. Office Hours are posted every term on the Web.

b. Office

Phone numbers are

Email addresses are:

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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	

#### V. ACCREDITATION

Our accrediting agency is the American Council for Construction Education. The undergraduate BS Construction program received initial accreditation February 1992. Accreditation was renewed in February 1997, and February 2003. We are accredited to February 2009.

#### VI. EMPLOYMENT

- a. **Job Posting.** 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.

#### VII. SEMESTER CURRICULUM

- a. **Universal advising:** ALL CM students must be advised by their assigned advisor prior to registration. Advisor assignment is available from the program administrative secretary.
- b. **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 CM 3210, 3260, 3411, 3420, 3480, 3620, 3901, 3902, 4511, 4560, 4800, and Special Topics.
- c. Please see the current Southern Polytechnic State University catalog for Construction courses.

#### VIII. PLANNING AIDS

- a. **Self-analysis Graduation Worksheet.** The following chart should be used to determine graduation status under the semester curriculum for the 2002-2003 (See next section for curriculum check sheet for current Academic Year)

# Curriculum Check Sheet For Graduation

## CONSTRUCTION CURRICULUM AY 2005-06

Effective Fall 2005

Course Option	S. H. REQ	Course Catalog No.	hrs Sem	hrs Qtr	Notes
<u>AREA A: Composition:</u>					
ENGL 1101	3				
ENGL 1102	3				
MATH 1113 Pre-calculus	4				
<u>AREA B:</u>					
SPCH 2400	2				
STS 2400	2				
AREA C Humanities					
Group 1: ENGL 2110, 2120, 2130, 2141, 2142	3				
Group 2: ARTS 2001, 2002, 2003; FREN 1002; GRMN 1002; SPAN 1002	3				
AREA D Lab. Science (two from these)					
BIOL 2107, 2108; CHEM 1211K, 1212K; PHYS 1111K,1112K; 2211K, 2212K	4 4				
AREA D Mathematics					
MATH2240.Elem. Calculus	3				
AREA E: Social Sciences					
American: HIST2111, 2112; POLS 1101	3				
World: HIST 1011, 1012, 1013	3				
Behavior: ECON 1101; PSYC 1101	3				
Cultures/Societies: ANTH 1102, ES 1100; GEOG 1101; POLS 2401; RELG 1200	3				
AREA F:					
ACCT 2101 Accounting	3				
MGNT 3145 Legal Env. & Change	3				
SURV 2200.Surveying	4				
CET 2200 .Intro. Structures	4				
TCOM 2010 Technical Writing	3				
MGNT 3205	3				
CM2000 Graphics	3				
Major - CM courses					
CM1000 Orientation	(2)				
CM3000 Computer Apps.	2				
CM3110 B. Techniques & Methods I	4				
CM3160 B. T. &M.II	3				
CM3180 B. Tech. & Meth. III	4				
CM3410 C. Estimating I (2-2-3)	3				
CM 3500 Building Codes	2				
CM4510 Scheduling	3				
CM4710 Safety	4				
CM4760 Construction Law	3				
CM4900 Capstone (1-4-3)	3				
Sub TOTAL (97)					

<b>MAJOR OTHER REQUIREMENTS</b> (see note)					
MGNT 3105 Mgt. & O.B.	3				
ECON1101(if needed) or CM EL	3				
PHYS 1111K(if needed) or CM EL	4				
<b>SELECT CONCENTRATION</b>					
<u>General Concentration</u>					
CM 3210 Structures I	4				
CM3260 Structures II	3				
CM3420 C. Estimating II	4				
CM3620 Fin. & Feasibility	4				
CM4560 C. Project Mgt.	3				
CM4800 C. Process Simulation	3				
<b>OR</b>					
<u>Development Concentration</u>					
CM 3310 Development Planning	3				
CM 3430 C. Estimating III	3				
CM 3710 Site Planning	4				
CM 4570 Development Process I	4				
CM 4620 Dev. Process II	4				
CM 4770 Development Law	3				
<b>OR</b>					
<u>Specialty Concentration</u>					
CM 3280 MEP Codes & Loads	4				
CM 3480 C. Estimating IV	4				
CM 4560 C. Project Mgt.	3				
CM 4480 Design Build	3				
CM 3190 LEED BTM IV	4				
CM 4800 C. Process Simulation	3				
<u>Sub TOTAL</u>	128				
	(+2)				
	(+2)				