**CM 6000 – Information Methods**

**Construction Management Department**

**College of Architecture & Construction Management**

**Term: Spring 2020**

**Prerequisite:** Undergraduate Degree

**Class Meeting time:** T and Th. 5:00 PM to 6:15 PM

**Course Website:** http://cacm.kennesaw.edu/constructionmanagement/students/course-syllabi.php

**Class Location:** H-322 (Academic Building)

**Class instruction methodology: Lecture-Lab-Credits (**4-0-4)

**Instructor:** Khalid Siddiqi

**Office Location:** H 333

**Office Hours: T & R** 2:00 – 3:30 PM

**Email /Phone:** ksiddiqi@kennesaw.edu/470-578-4215

**Course Communications:** Email

**Required Text/ISBN Number:** Research Methods for Construction, by Richard Fellows and Anita Liu, (2015), Blackwell Science Inc. Malden, MA.(800-759-6102). ISBN 9781118915745 Fourth Edition
 *Additional reading material for selected topics in the course will be announced or may be handed out in class.*

**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. **Reading Assignments** are expected to be completed prior to the dates specified in this schedule.

**Catalog Description:** 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 application of statistics.

*This outline is intended to represent the general format of the class. The instructor reserves the right to make changes , depending on the progress of the class, to better suit the needs of the students.*

**NOTE: In addition to assignments there shall be four class Exercises (at least), which must be completed by each course participant**.

**ACCE Student Learning Outcomes (SLO) covered in this course and also measured directly:**

*Ref: ACCE 103MD Standard OBS Version Revised 07/27/2018*

* Apply effective and professional written communication (1)
* Apply Critical thinking (2)
* Apply Problem solving techniques (3)
* Apply decision making techniques (4)
* Apply research methods (5)
* Apply professional ethics (7)

**Course Learning Outcomes (CLO) covered in this course and measured directly**

1. Identify current issues in construction
2. Apply effective and professional oral communication

*In addition to above outcomes the course is expected to:*

***Alert*** students to their professional responsibilities as participants during the development of a project.

**Purpose of this course:**

This course prepares the students to perform independent research on a construction industry topic and disseminate their findings with the intended audience preferably through a Journal/Conference publication.

**COURSE POLICIES**

**Attendance Policy:** Attendance is required for each session of this course. The Class Participation grade is based on your attendance to the class and satisfactory responses to the questions posed by the instructor. Attendance is mandatory in order to participate fully. You are expected to arrive and depart on time. Sign attendance sheet as you enter the class room – it will not be passed around. The *only* acceptable excused absences are: illness (with documentation) or your participation in a University sponsored event which instructor must have prior notice of. **Work related conflicts are not excused absences**.

**Class preparation/participation**

You are expected to complete readings and other assigned work, **prior** to class. You are expected to attend and actively participate in classes by taking notes, engaging in discussion, and asking questions. It is best to ask questions and discuss material as it is covered. (There is no such thing as a dumb question). Participation is a grade that will be counted as an assignment grade.

**Quiz / Exam Policy:** There are no examinations in this course and there will be class quizzes and exercises in the course.

**Assignments**

There are **five (5) individual assignments and four (4) exercises** to be completed by each course participant.

The purpose of these assignments and exercises is to evaluate the students' understanding of selected concepts. Also, the assignments provide an opportunity for students to strengthen their general thinking, organizational, and both written and oral communication skills, and their ability to work individually. This will enhance the student's performance in any type of engineering professional or research job.

The assignments and exercises simulate real-life research conditions. Thus, the students' relationship with the Instructor is analogous to the relationship with a busy research supervisor. The students can expect some direction and help if they are stuck with a problem, but under no circumstance will the Instructor do the work. All students will be expected to make a reasonable effort to find solutions ***on their own***, ask questions in a professional manner when necessary, and to hand in assignments which have a professional appearance. Professional presentation, good organization, and proper documentation are very important components of the assignment grade.

All assignments and exercises are considered bids, i.e., they need to be turned in by the time, date and place specified for each one or they will not receive any credit at all (i.e., 0 points).

The instructor reserves the right to make any modifications or changes to the number and type of assignments or exercises, depending on the class progress, or on any special circumstance that may arise during the semester.

Each participant will complete five assignments during the semester. The assignments shall test the students' understanding of the principal concepts covered in the course within the context of a comprehensive "real–world" problem. All instructions and relevant material for the individual assignments will be handed out at the scheduled date.

The assignments will provide an opportunity to develop skills for carrying out a research project and also, to strengthen written and oral communication skills. Each participant is expected to contribute and get involved in the topic selected for research. Each participant shall make five (**5**) Individual Submittals, four (4) exercises one (**1**) Conference Presentation. Together, the submittals and the final presentation will receive a single grade.

**The assignment and exercise is also considered a bid, i.e., it needs to be turned in before the date and time it is due or it will not receive any credit at all (i.e., 0 points).**

**Class Minutes Recording Policy**

Every class lecture will have a maximum of Two (2) voluntary/assigned recorders (First Two who sign up on the attendance sheet) whose function will be to take notes carefully, and to disseminate these "class minutes" electronically (i.e., via Email) to the rest of the class in the specified format (See Special Policy 1), prior to the next scheduled lecture. Each student will have six (6) classes (minimum) assigned to record. The class minutes will become the official record of the course. The class minutes of the previous lecture will be discussed at the beginning of every lecture. Although the class minutes will not be graded, students are expected to consider this task as a professional responsibility towards their peers and the instructor. Thus, the submission and quality of the class minutes will be one of the criteria that will be used to decide borderline final grade cases (i.e., between A/B, B/C, C/D and D/F). The existence of these class minutes should not preclude students not serving as recorders to take their own notes. Deadlines for submitting class minutes are as follows:

Monday Class – Minutes by 12 Noon on the following Wednesday

Wednesday Class – Minutes by 12 Noon on the following Friday

Course Technology: This course requires access to a computer. The Construction Management Department has 105 computer stations available for student use. 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). Construction documents are supplied in PDF format, students may view them using Bluebeam software in the department, or on PDF viewers of their choice.

Grading:

 *Assignments*:

 Assignment 1 (a,b,c,d, & e – varies from 1- 6% includes an ethics assignment) 20 %

-2 Topic selection and paper abstract 10 %

-3 Scope definition and paper outline 10%

-4 Rough draft production 15%

-5 Final paper on specified conference format 25%

 (Figures, tables, references, appendices, margins, headings etc.)

 -Conference Presentation 10%

 *Class Participation* (quiz, minutes, recap) 10%

 **Total:** 100%

**NOTE 1**

The course description and course schedule handouts provide the general framework for the course. However, the instructor reserves the right to make any modifications or changes to the course, depending on the class progress, or on any special circumstance that may arise during the semester.

**NOTE 2**

There will be no curve for the final grade, only straight averages. The minimum cutoff for an A is 89.5% and above; for a B is 79.5% and above; for a C is 69.5% and above; and for a D is 59.5% and above. Anything below 59.5% is considered an F. The instructor reserves the right to lower these cutoff values depending on specific circumstances surrounding the overall performance of the class.

**NOTE 3**

**CELL PHONE and PERSONAL DEVICE POLICY**

The use of cell phones/PDAs/pagers during class will not be tolerated. Turn them OFF before entering class and they are to remain off until the class is completed. The classroom environment will be treated the same way as if this was a corporate meeting in a large conference room in which your boss was delivering a presentation. He/she would not tolerate their use and a “wise” young employee would probably shy away from their use in order to prevent their discharge from the firm as a result of their rudeness.

Use of cell phone/PDA/Pager/blackberry etc. during class will result in the dismissal of the student from that particular class and the receipt of a “zero” for that class’s particular assignment, exercise, exam, quiz, etc. The second use of the device during class will result in the withdrawal of the student from the class by the instructor. Withdrawal of the student by the instructor after the official “drop date” will result in the grade of a “WF” for the student.

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| **Class** | **Date** | **Topics** | **Assignments/Due** | **Chapter(s) in Text** |
| 1 | Jan. 7, T | Introduction, Producing a proposalSeminar Announcement - Handouts | Assn. 1-5 Handout Pop Quiz Mandatory due  | 1 |
| 2 | *Jan. 9, Th* | Topics for study | Guest Lecture - Ethics |  1 |
| 3 | Jan. 14, T | Topics for study | None |  |
| 4 | Jan. 16, Th | Library Resources – Professor Crystal Renfro | Assignment 1-B | 2 |
| 5 | Jan. 21, T | MLK Day – University closed  | None |   |
| 6 | Jan. 23, Th | Initial Research Collect topics of interest – flash drive | Assn. 1A due | 3 |
| 7 | Jan. 28, T | Paper specifications, Initial Research Research tool kit – Prepare for Library | Assignment 1-B due to Professor Renfro | 3 |
| 8 | Jan.30, Th | Scheduled time at Library Background search for individual topics*Flash drive required – KSU library**Collect 20 Papers minimum related to your topic area* | Library Visit Career fair*Last day to withdraw* | 4 |
| 9 | Feb. 4, T | Approaches to empirical work | Return graded Library assignment 1-B | 4 |
| 10 | Feb. 6, Th | Research tool kit – Prepare for Library  | Tool kit hand out | 4 |
| 11 | Feb. 11, T | How to critique papers? Identify one published paper closest to your topic area |  | 5 |
| 12 | Feb. 13, Th | Background Searches – Individual Topics |  | 5 |
| 13 | Feb. 18 T | Feature Presentation - Mindwalk  |  Video on research- Graduate Assistant to make arrangements | 6 |
| 14 | Feb. 20, Th | Conducting Research/Hypothesis | Library Visit |  |
| 15 | Feb. 25, T | Producing a paper - Critique | Assn. 2 due | 6 |
|  16 | Feb. 27, Th | Producing a paper | Review Assn 2Critique due | 6 |
| 17 | Mar. 3, T | Guest LecturerEnvironment and Sustainability | Professor Stephens | 6 |
| 18 | Mar. 5, Th | Producing a paper |   | 7 |
| 19 | Mar. 10, T | Data Collection and Analysis Presentation Criteria | Assn. 3 due | 7 |
| 20 | Mar. 12, Th | Data sampling techniques, Types of scales, statistical definitions |   | 7 |
| 21 | Mar. 17 T | Data Sampling Techniques |  |  |
| 22 | Mar. 19, Th | Data collection – Review paper critique, example & some tips about oral presentations | Return Assignment 3 | 8 |
| 23 | Mar. 24, T | References confirmation at Library - students are expected to be at Library*Flash drive required –library**Collect Papers related to your final topic area*  | Individuals go to KENNESAW or GATECH Library | 8 |
| 24 | Mar. 26, Th | Results, inferences and conclusions | Assign 4 due |   |
| 25 | Mar. 31, T | Spring Break | None | 9 |
| 26 | April 2, Th | Spring Break |  |  |
| 27 | April. 7, T | Reports and presentation | Return Assignment 4 |  |
| 28 | April 9, Th | Guest Lecture – Pay when paid | Juan Franco – Guest Lecture | None |
| 29 | April 14, T | Oral presentations versus written papers |  Handouts Presentation criteria, PowerPoint |   |
| 30 | April 16, Th | Reports and presentation, |  |  |
| 31 | April 21, T | Reports and presentation, |  | None |
| 32 | April 23, Th | Recap and Review, Educational lessons Suggest course Enhancements, SIRs, Copyright Agreement revisions,  | None | 9 |
| 33 | April 28, T | Conference Presentations, and discussion\* | Assign. 5 and presentation CD due at 5:05 PM – sharpPresentations at Conference |  |

**ACCE MS CM Program SLOs – 2018 SLO based Standard 103 MD:**

1. Create effective and professional written communications

2. Apply critical thinking.

3. Apply problem solving techniques.

4. Apply decision making techniques.

5. Apply research methods.

6. Apply advanced communication technology.

7. Apply professional ethics.

8. Apply advanced construction management practices.

9. Understand risk management.

10. Understand the principles of leadership in business.

**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
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/dsss/dsss.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>
6. The Writing Center <http://www.kennesaw.edu/writingcenter/index.php>
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.