

Your Career Starts Here

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

Office Hours are posted every term on the Web and on the doors/windows of each Faculty member's offices.

Office	Phone numbers are	Email addresses are:
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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, February 2003, and February 2009. We are accredited to February 2015.

VI. EMPLOYMENT

a. Job Posting. There is a job bulletin board 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 the Student Center. Anyone interested in interviewing for Career Services' Co-Op and Career opportunities should register with the Career and Counselling Services.

b. Direct Interviewing. From time to time, construction companies want to interview CM students in our program facilities. Typically, they will arrange a noon or evening time to make a company presentation and talk with all interested students. They will follow-up with interviews on announced place and time. Students wishing to interview must attend the company presentation. Sign up with 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). Please contact Career Services in the JMW Student Center for learning about interview skills.

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 Assistant.

Construction Management

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 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 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.
- 5) PETITION TO THE FACULTY (multi-purpose) - overload hours >18; 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”.

To petition, you should first go to the Registrar’s Office. Petition are located down the Registrar’s Office. You will be taken to the Registrar’s office to see your student account. Your SGA v are for graduation. Your SGA v as there are numerous items t

II. PROGRAM ACTI

a. Welcome Back.

Each Fall and Spring ter SPSU students are invited. Av orientation etc. are on the ag

b. Student competitions.

- 1) Each Fall, at the As construction team(s)
- 2) In addition, CM Stu

d. Scholarships:

There are annual sch mators (Golden Hammer), Fla during the Fall Semester. Con

e. Checking your email:

Many important announcem SPSU email at least on a daily

III. THE CONSTRUCT

All CM students are members tions as listed in the interest a

a. Sigma Lambda Chi to recognize outstanding acad in the U.S. and several foreign is Rho-2, which formed shortl invitation and is for life. The r membership in the Society in least two 3000 level Construct that will reflect creditably up membership. The local stude academic and extracurricular

b. American Institute student Chapter of AIC. They rec able from the AIC faculty advi

c. General/building c