GRADUATE HANDBOOK

College of Architecture and Construction Management

Department of Construction Management

Master of Science in Construction Management

CONTENTS

Last Revised: November 2018

PREFACE

Admission to the Master of Science with a major in Construction Management 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 KSU Catalog

a. Admission procedure

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

June 1 for the Fall term
November 1 for the Spring term
April 1 for the Summer term

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

(a) Online Graduate Application - There is a non-refundable $60 application fee,

(b) Transcripts - Official transcripts from EACH College and/or University you have attended. Must be in a sealed envelope from the institution or sent electronically from the institution directly to ksugrad@kennesaw.edu**.**

(c) GRE Score Report - Request that your scores be sent electronically to KSU (school code 5359). No department code is necessary.

-OR-

GMAT Score Report - Request that your scores be sent electronically to KSU.

(d) Application Letter (Can be uploaded into the online application) - Should state your interest and goals for the MPA and the potential use of the degree.

(e) Resume - (Can be uploaded into the online application)

(f) Letters of Recommendation (3) (Can be sent electronically through the online application) - completed by supervisors, professors, or professional colleagues, one of which must be from the current supervisor.

b. Admission criteria

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

Regular Admission: A score of 291(new scoring system) 850 (old scoring system) 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 Director of Graduate Admissions 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. Graduate Orientation occurs on 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 person in charge of initial Orientation and Advisement Session.

b. Students are required to have a KSU email address. A free KSU account can be obtained by submitting the form from the Registrar's Page. The Email Help link with get you to the form.

c. Graduate students will be advised on the need of 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 of the CM Program.

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 test out option in accordance with the KSU Catalog.

c. Special Topics (6000-level)

Special topic subjects may be offered on occasion by the Construction Management 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. Directed Study (6000-level)

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

IV. 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.

1) Each Fall, at the Associated Schools of Construction Southeast Regional meeting, Kennesaw State University construction team(s) competes with teams from other regional CM construction programs.

2) In addition, CM Student teams participate in Mechanical Contractors and National Electrical Contractors Competition.

c. The CM Program holds a party for the Capstone seniors each term on the day of Capstone Defense.

d. Scholarships:

There are annual scholarships available from department Construction Industry Advisory AGC, Georgia Utilities Contractors, The American Society of Professional Estimators (Golden Hammer), Flagler Scholarship and a few other industry associations. Most of the scholarships offered are announced during the Fall Semester. Contact the CMD administrative assistant for current availability.

e. Checking your email:

Many important announcements are made via email. It is expected that each student will check their school email at least on a daily basis.

V. 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 Kennesaw 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 Kennesaw State 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. Association of Energy Engineers (AEE): The mission of AEE is "to promote the scientific and educational interests of those engaged in the energy industry and to foster action for Sustainable

Development." The Student Chapter focuses on providing presentations from industry professionals to showcase various energy efficiency and sustainability topics relating to renewable energy.

c. Associated General Contractors of America (AGC): The Associated General Contractors of America is a membership organization dedicated to furthering the ever changing agenda of commercial construction contractors, improving job site safety and expanding the use of cutting edge technologies.
d. National Association of Home Builders (NAHB): NAHB is a trade association that helps promote the policies that make housing a national priority. Since 1942, NAHB has been serving its members, the housing industry, and the public at large.
e. National Electric Contractors Association (NECA): Electrical construction offers a solid, rewarding career path. The purpose of a NECA student chapter is to encourage students to pursue a career in the electrical contracting industry.
f. Mechanical Contractors Association of America (MCAA): The MCAA is a national trade association representing more than 2,800 of the industry's most innovative and forward-thinking mechanical construction, plumbing and service firms across the United States.
g. Facility Management: Student chapter of IFMA provide speakers, fieldtrips and other interaction events with members of Facility Management organizations and firms.

VI. Faculty/Staff

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

Office	Faculty	Phone number	Email
H-340	Charner Rodgers	470-578-4221	charner14@kennesaw.edu
H-337	Zuhair Itr	470-578-4218	zelitr@kennesaw.edu
H-346	Maureen Weidner	470-578-5518	mweidne1@kennesaw.edu
H-331	Brandi Williams	470-578-7289	bwill276@kennesaw.edu
H-338	Parminder Juneja	470-578-4219	pjuneja@kennesaw.edu
H-335	Jackie Stephens	470-578-4230	jstep109@kennesaw.edu
H-336	Pavan Meadati	470-578-4217	pmeadati@kennesaw.edu
H-341-A	Irish Horsey	470-578-5215	ihorsey@kennesaw.edu
H-342	Samuel Delgado	470-578-4229	sdelgad7@kennesaw.edu
I1-121	Hussein Abaza	470-578-4236	habaza@kennesaw.edu
H-333 – CM Department Chair	Khalid Siddiqi	470-578-4216	ksiddiqi@kennesaw.edu
H-332 – Assistant to the Chair, office Manager	Lynn Pugh	470-578-4215	lpugh8@kennesaw.edu
H-310		Part-Time Instructors	

VII. 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 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 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 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). Please contact KSU Career Services for learning about interview skills.

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 based on historical evidence.

COURSE	Offered During
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 6120	CM 6310
CM 6320	

"B" Courses:

CM 6550	CM 6620
CM 6560	CM 6710
CM 6610	CM 6720

"C" Courses:

CM 6110
CM 6130
CM 6330
CM 6410
CM 6420
CM 6510
CM 6530

IX. Course Descriptions

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

CM 6020 - Ergonomics Analysis and Productivity 4-0-4
A study of the applications of ergonomic principles to construction related tasks. Work study, task analysis, and Human Factors and Ergonomics (HFE) principles are applied to labor and equipment intensive construction operations to prepare students with analytical skills that enhance safety performance and productivity.

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
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
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, meditation and arbitration.

CM 6130 Case Studies in Construction 4-0-4
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 6340 - Analytical Tools for Construction Management 4-0-4
Application of computer software for advanced analysis of data encountered in construction practice. Simulation software will be introduced for the creation of data used for analysis of construction operations. This course will provide masters students with tools that can help them to perform top-level management duties in the construction industry. The complex nature of the construction industry requires construction managers to analyze large amounts of data to manage cost, schedule, and safety issues.

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 6550 Mechanical & Electrical Loads & Codes for Buildings 4-0-4
Study of building mechanical and electrical system loads and applicable codes. Emphasis on how they affect the construction project. Topics will include air conditioning, heating, plumbing, fire protection, electrical power, electrical lighting and building control systems. The analysis of current construction drawings will be integrated into each topic.

CM 6560 Design Build MEP 4-0-4
A study of the design-build delivery method applied to construction projects. The study starts with details of the process and how it differs from other project delivery methods. Topics will include building MEP systems (air-conditioning, heating, ventilation, plumbing, electrical power, electrical lighting and building control) and how they are planned and delivered in a design-build project. The analysis of current construction drawings will be integrated into the course.

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 6610 Sustainable Construction 4-0-4
A study of mechanical and electrical system types, how they are built, and how they affect the construction project. Topics will include air conditioning, heating, plumbing, fire protection, electrical power, electrical lighting, and building control materials and systems. The analysis of current construction drawings will be integrated into each topic.

CM 6620 Sustainable Operations & Maintenance 4-0-4
This course will emphasize the techniques and methods used in sustainable operations and maintenance. Influences on the Environment, society, maintenance and energy needs will be analyzed. MEP systems such as ventilation, air conditioning, heating, electrical lighting and building control systems will be discussed from a sustainable operations and maintenance perspective.

CM 6710 Facilities Management Practices 4-0-4
Students in this course will study the methods and techniques for managing facilities. The core consists of knowledge on process and techniques for strategic planning, estimating and budgeting, life cycle costing, and integrated decision making. Students also learn about the role and responsibilities of facility manager in different business forms and organization models. FM technology and its future is discussed and explored.

CM 6720 Facility Management Strategies 4-0-4
Students in this course will learn about the history, practice and profession of Facility Management (FM). Core competencies of the FM profession as detailed by key FM organizations such as IFMA, BIFM, and FMAA will be introduced and analyzed for similarities and differences. Students will also learn about the organizational, ethical, and leadership strategies for the delivery of facility management services.

CM 6800 - Construction Seminar 2-0-2
Business and management topics pertinent to the construction industry. The course consists of a series of seminar presentations by prominent industry representatives.

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 28 hours of graduate courses.
Construction degree course work or consent of the department head, approval of thesis proposal intensive research project that results in a formal written thesis. The thesis topic will usually be 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 term 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 approved before registration 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 with departmental approval but no more than 8 hours may be applied toward the requirements of graduation. CSE Courses

X. 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 8.5x11format. 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):_____

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

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

1. Two copies of KSU Master's theses will be retained permanently by the Library. One copy should be on acid-free paper for the KSU 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 KSU 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 - Directed Study.

Directed 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 - Directed Study

Topic Approval Form

Printed/Typed Student Name: Date: / /

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

Signatures **Date**

Special Topic Approvals

Student:_____

Faculty Advisor:_____

Department Chairperson:_____

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

Initial Advisement & Orientation Checklist

Student Name _____ Student ID_____

Reviewer's Signature _____ Date _____

Reviewer (Print) _____

FOUNDATION COMPETENCIES

Construction Graphics (CM 2000) _____

Introduction to Structures (CM 2210) _____

Computer Applications in Construction (CM 3000) _____

Residential and Light Construction (CM 3110) _____

Quantity Surveying (CM 3410) _____

Construction Finance & Feasibility (CM 3800) _____

Construction Scheduling (CM 4510) _____

English Communication Skills (TCOM 2010) _____

_____

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 (Leveling) Courses. I agree to complete the noted foundation courses within 3-semesters of enrolling in the graduate program. Unless otherwise agreed by the CM Department Chair.

_____

Student Signature Date

Kennesaw State University
Construction Management Department

Graduate Orientation Evaluation

Please rank KSU's Construction Management 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?