






PRAIRIE VIEW  
A&M UNIVERSITY

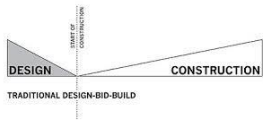


PRAIRIE VIEW A&M UNIVERSITY  
SCHOOL OF ARCHITECTURE  
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# SYLLABUS

<b>Course Title:</b>	 <b>Construction Internship</b>		
<b>Course Prefix:</b>	<b>CONS</b>	<b>Course No.:</b>	<b>4346</b>
		<b>Section No.:</b>	<b>P01</b>
			
<b>School of Architecture</b>	Department: <input type="checkbox"/> Architecture <input checked="" type="checkbox"/> <b>Construction Science</b> <input type="checkbox"/> Art <input type="checkbox"/> Digital Media Art <input type="checkbox"/> Community Development		
<b>Class Meeting Days &amp; Times:</b>	<b>Note: Class will only meet at the direction of the professor and if needed to meet the course learning objectives.</b> 		
<b>Catalog Description:</b>	"(0-2) Credit 3 semester hours. Approved Summer internship in the building construction industry." <b>Note: With department head approval students may enroll for their internship course in the fall and or spring semesters.</b> <b>P01: begins January 16, 2024; P02: begins March 4, 2024</b>		
<b>Prerequisites:</b>			
<b>Co-requisites:</b>			
<b>Mode of Instruction:</b>	<input type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> On-line <input type="checkbox"/> Hybrid		
<b>Instructor:</b>	Bruce F. Bockhorn, PhD, AIA Associate Professor /Director-Construction Science		
<b>Office Location:</b>	School of Architecture, Prairie View A&M University, Room 101A		
<b>Office Telephone:</b>	(936) 261-9805		
<b>Email Address:</b>	bfbockhorn@pvamu.edu		
<b>U.S. Postal Service Address:</b>	Prairie View A&M University P.O. Box 519 Mail Stop 2100 Prairie View, TX 77446		
<b>Office Hours:</b>	Monday, Tuesday and Wednesday 1:00-5:00 PM. OTHER HOURS BY APPOINTMENT. Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must prepare for their appointment by having all applicable materials and information submitted to the instructor prior to the meeting. <b>Meetings will be conducted In person or via telephone or teleconference depending upon regulations related to COVID-19 and out of respect for your employment location that might prevent a face-to-face meeting.</b>		
<b>Virtual Office Hours:</b>			
<b>Required Text:</b>	None		
<b>Optional Text:</b>	None		
<b>Recommended Text/Readings:</b>			

## Course Goals and Overview:



The Construction Science degree plan requires that all students complete two (2) internship courses at three (3) hours/each totaling six (6) hours or, one (1) internship course totaling six (6) hours of credit. The purpose for the requirement is to promote the involvement of the industry and offer students exposure to employment opportunities prior to graduation.

## Course Outcomes/Learning Objectives :

At the end of this course, the students will:		ACCE
4403.1	To understand the <b>business and industry procedures</b> that are used by leading construction companies (General Construction, Construction Management and define the scope of Facility Management;	#12
4403.2	To be familiar with <b>management processes</b> used in construction operations;	#7
4403.3	To be introduced and understand <b>routine duties performed in a construction company.</b>	
4403.4	To observe and participate in <b>operations and management</b> in practice through employment in the industry experts;	#16
4403.5	Work on a construction project/s in a professional environment and apply <b>skills and knowledge from curriculum to real life situations;</b>	#8
4403.6	Understand the role of <b>sub-contractors, suppliers and vendors</b> to the firm; and,	#9
4403.7	To understand the <b>potential career aspects</b> related to construction.	

## Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. **NOTE: Points may be converted to a scale of 100 in Canvas.**

### Grading Matrix

**TABLE 1: INDIVIDUAL PERFORMANCE MEASURES**

PERFORMANCE MEASURES	POINTS	%	COMMENTS
<b>EXHIBIT A: Pre-Approval/Enrollment</b>	<b>1,500</b>	<b>10%</b>	See Class Lecture and Event Schedule
<b>EXHIBIT A.1: Calculation of Employment Hours</b>			Part of Exhibit A above. Must be submitted in first week of course to show 'projected' hours of employment and the final week of employment to record 'actual' hours worked.
<b>EXHIBIT B: Orientation Report</b>	<b>1,500</b>	<b>10%</b>	See Class Lecture and Event Schedule <b>NO LATE SUBMISSIONS WILL BE ALLOWED.</b>
<b>EXHIBIT C: Knowledge &amp; Skills Report</b>	<b>7,500</b>	<b>50%</b>	See Class Lecture and Event Schedule
<b>EXHIBIT D: Final Report</b>	<b>2,250</b>	<b>15%</b>	See Class Lecture and Event Schedule
<b>EXHIBIT E: Completion Letter</b>	<b>750</b>	<b>5%</b>	See Class Lecture and Event Schedule
<b>EXHIBIT F: Supervisor's Report</b>	<b>1,500</b>	<b>10%</b>	See Class Lecture and Event Schedule <b>THIS FORM MUST BE SUBMITTED DIRECTLY BY YOUR IMMEDIATE SUPERVISOR TO THE INSTRUCTOR.</b>
<b>TOTAL GRADE POINTS AVAILABLE</b>	<b>15,000</b>	<b>100%</b>	

**TABLE 2: GRADE SCALE**

GRADE	%	NECESSARY POINTS	GRADE
<b>A</b>	<b>100-90 %</b>	13,500 or over	<b>A</b>
<b>B</b>	<b>89-80%</b>	12,000 to 13,499	<b>B</b>
<b>C</b>	<b>79-70%</b>	10,500 to 11 ,999	<b>C</b>

<b>D</b>	<b>69-60%</b>	9,000 to 10,499	<b>D</b>
<b>F</b>	<b>59% and below</b>	0 to 8,999	<b>F</b>
<p>If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.</p>			

### Course Procedures: [Edit to comply with your course.](#)

<b>Taskstream</b>	<p>Taskstream is a tool that Prairie View A&amp;M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas.</p>
<b>Class Attendance Policy (See Catalog for Full Attendance Policy)</b>	<p>Prairie View A&amp;M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.</p>
<b>Instructor's Attendance and Participation Policy</b>	<p>Prairie View A&amp;M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. If you fail to submit the weekly tasks when due, you will be marked absent for that week.</p> <p>Participation and absences are accumulated beginning with the first day of class on <b>January 16, 2024 (P01) and on March 4, 2024 (P02)</b>. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications:</p> <ol style="list-style-type: none"> <li>1. Participation in an activity appearing on the University authorized activity list.</li> <li>2. Death or major illness in a student's immediate family.</li> <li>3. Illness of a dependent family member.</li> <li>4. Participation in legal proceedings that requires a student's presence.</li> <li>5. Religious holy day.</li> <li>6. Confinement because of illness.</li> <li>7. Required participation in military duties.</li> </ol> <p><u>If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will be accepted for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. After that, the involvement grade stands.</u> If you have another reason other than these seven for being absent, you may submit a memorandum with supporting documentation requesting that the absence be removed from you record for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. All requests will be reviewed and approved or disapproved based upon the justification that you provide in your memorandum. While other reasons for being absent are rarely approved; it is understood that you might feel that there is a higher priority that requires you to miss class. In accepting your decision to miss class, you must also be willing to accept the instructor's decision to not award you involvement points for the class</p>

	or classes that are missed.
<b>Personal Conduct</b>	<p>Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. Based upon the fact that you are preparing for professional employment, you are expected to adhere to the following specific guidelines:</p> <ol style="list-style-type: none"> <li>1. During regular class periods <u>all students are expected to dress appropriately</u> in accordance with university regulations so that no disruptions in the learning experience will occur.</li> <li>2. <u>No hats or caps will be allowed to be worn in the classroom during class sessions.</u> If you elect to wear a hat or cap during the lectures or class discussion, your decision will be respected. However you should also respect the instructor's decision to not award you daily participation points based upon that decision.</li> <li>3. <u>Dress Code for Presentations:</u> Professional dress is expected for all design and technical presentations in class. Failure to adhere to the guidelines posted by the instructor will result in a deduction of ten percent (10%) from your final presentation score.</li> <li>4. Students should <u>not be eating food or consuming drinks</u> during the discussion sessions. No food or drink is allowed in the classroom at any time.</li> <li>5. <u>Cellular telephones are to be turned off or put on silent ring tone</u> during the class period. Texting is strictly prohibited during the class period. No "ear phone" units will be allowed. If your cell phone rings during the lecture or you are texting you are subject to losing all participation point for that class period.</li> <li>6. <u>Laptops must emit no noise.</u> Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time.</li> <li>7. <u>Harassment</u> of your fellow students of any kind will not be tolerated.</li> </ol>
<b>Conduct of the Class</b>	<p>Please note the following rules for the conduct of the class.</p> <ol style="list-style-type: none"> <li>1. <u>Class will begin at the appointed time.</u></li> <li>2. <u>Class is dismissed when so indicated by the instructor.</u> Students are expected to be on time and stay throughout the entire class period. Leaving the classroom presentation or discussion board before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class.</li> <li>3. <u>Lecture Notes and Handouts</u> will be posted on Canvas or sent to your official university email. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy from another student or source.</li> </ol>
<b>Formatting Documents:</b>	Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to save the document in either the Microsoft Word, Rich-Text, or plain text format.
<b>Exam Policy:</b>	<b>Exams and quizzes will be announced online via Canvas as scheduled.</b> Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).
<b>Professional Organizations and Journals</b>	
<b>References</b>	
<b>University Rules and Procedures:</b>	
<b>Disability Statement (See Student Handbook):</b>	Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the



	instructor of their need for accommodations immediately at the outset of the course so that a solution designed to being successful in class can be produced.
<b>Academic Misconduct:</b>	<p>Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.</p> <p>You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the <i>University Administrative Guidelines on Academic Integrity</i>, which can be found on the <a href="#">Academic Integrity webpage</a>. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the <i>University Administrative Guidelines on Academic Integrity</i>, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).</p>
<b>Forms Of Academic Dishonesty:</b>	<ol style="list-style-type: none"> <li>1. <u>Cheating</u>: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;</li> <li>2. <u>Plagiarism</u>: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;</li> <li>3. <u>Collusion</u>: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;</li> <li>4. <u>Conspiracy</u>: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and</li> <li>5. <u>Multiple Submission</u>: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.</li> </ol>
<b>Nonacademic Misconduct:</b>	The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.
<b>Sexual Misconduct</b>	Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ( <a href="mailto:titleixteam@pvamu.edu">titleixteam@pvamu.edu</a> ) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or <a href="mailto:titleixteam@pvamu.edu">titleixteam@pvamu.edu</a> . More


	information can be found at <a href="http://www.pvamu.edu/titleix">www.pvamu.edu/titleix</a> , including confidential resources available on campus.
<b>Non-Discrimination Statement</b>	Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.
<b>Student Academic Appeals Process</b>	Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this <a href="#">webpage</a>
<b>Student Support and Success:</b>	
<b>John B. Coleman Library</b>	<b>John B. Coleman Library</b> The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <a href="https://www.pvamu.edu/library/">https://www.pvamu.edu/library/</a> ; Phone: 936-261-1500
<b>Academic Advising Services</b>	Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at <a href="http://www.pvamu.edu/advising">www.pvamu.edu/advising</a> . Phone: 936-261-5911
<b>The University Tutoring Center</b>	The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions ( <a href="https://www.pvamu.edu/student-success/sass/university-tutoring-center/">https://www.pvamu.edu/student-success/sass/university-tutoring-center/</a> ), and through online sessions ( <a href="https://www.pvamu.edu/pvplace/">https://www.pvamu.edu/pvplace/</a> ). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: <a href="mailto:pvtutoring@pvamu.edu">pvtutoring@pvamu.edu</a> ; Website: <a href="https://www.pvamu.edu/student-success/sass/university-tutoring-center/">https://www.pvamu.edu/student-success/sass/university-tutoring-center/</a>
<b>Writing Center</b>	The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition,

	students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <a href="https://www.pvamu.edu/student-success/writing-center/">https://www.pvamu.edu/student-success/writing-center/</a> ; Grammarly Registration: <a href="https://www.grammarly.com/enterprise/signup">https://www.grammarly.com/enterprise/signup</a>
<b>Academic Early Alert</b>	<b>Academic Early Alert</b> Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <a href="https://www.pvamu.edu/student-success/early-alert/">https://www.pvamu.edu/student-success/early-alert/</a>
<b>Student Counseling Services</b>	The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2 <sup>nd</sup> floor; Phone: 936-261-3564; Website: <a href="https://www.pvamu.edu/healthservices/student-counseling-services/">https://www.pvamu.edu/healthservices/student-counseling-services/</a>
<b>Office of Testing Services</b>	Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3 <sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: <a href="mailto:aetesting@pvamu.edu">aetesting@pvamu.edu</a> ; Website: <a href="http://www.pvamu.edu/testing">www.pvamu.edu/testing</a>
<b>Office of Diagnostic Testing and Disability Services</b>	<b>Office of Diagnostic Testing and Disability Services</b> The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <a href="https://www.pvamu.edu/disabilityservices/">https://www.pvamu.edu/disabilityservices/</a>
<b>Center for Instructional Innovation and Technology Services (CIITS)</b>	Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <a href="https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/">https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/</a> ; Phone: 936-261-3283 <b>Center for Instructional Innovation and Technology Services (CIITS)</b> Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <a href="https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/">https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/</a> ; Phone: 936-261-3283
<b>Veteran Affairs</b>	Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to

	graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <a href="https://www.pvamu.edu/sa/departments/veteranaffairs/">https://www.pvamu.edu/sa/departments/veteranaffairs/</a>
<b>Office for Student Engagement</b>	The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <a href="https://www.pvamu.edu/studentengagement/">https://www.pvamu.edu/studentengagement/</a>
<b>Career Services</b>	Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2 <sup>nd</sup> floor; Phone: 936-261-3570; Website: <a href="https://www.pvamu.edu/careerservices/">https://www.pvamu.edu/careerservices/</a>
<b>Technical Considerations for Online and Web-Assist Courses:</b>	
<b>Minimum Hardware and Software Requirements</b>	<p><b>Minimum Recommended Hardware and Software:</b></p> <ul style="list-style-type: none"> <li>• Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*</li> <li>• Smartphone or iPad/Tablet with Wi-Fi*</li> <li>• High speed Internet access</li> <li>• 8 GB Memory</li> <li>• Hard drive with 320 GB storage space</li> <li>• 15" monitor, 800x600, color or 16 bit</li> <li>• Sound card w/speakers</li> <li>• Microphone and recording software</li> <li>• Keyboard &amp; mouse</li> <li>• Most current version of Google Chrome, Safari or Firefox</li> </ul> <p>*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.</p> <p><b>Note:</b> Be sure to enable Java &amp; pop-ups in the Web browser preferences</p> <p><b>Participants should have a basic proficiency of the following computer skills:</b></p> <ul style="list-style-type: none"> <li>• Sending and receiving emails</li> <li>• A working knowledge of the Internet</li> <li>• Microsoft Word (or a program convertible to Word)</li> <li>• Acrobat PDF Reader</li> <li>• Windows or Mac OS</li> <li>• Video conferencing software</li> </ul>
<b>Netiquette (online etiquette):</b>	Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.
<b>Video Conferencing Etiquette</b>	When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.



	<p>Students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.</p> <p><b>During the first week of class each student will be required to acknowledge by replying to a Posting stating that you have reviewed and understand the following Online Netiquette Policy for the course.</b></p> <p><b>1. Discussion/Zoom / Webcam Behavior</b>  When in a Zoom meeting or utilizing your webcam, be sure to act and dress as professionally as you can. You should look the same as you would if we were meeting face-to-face in the instructor's office or in class. You should be sitting up in a chair and not laying down. Consider how you might look if you were going to be interviewed for a job via Zoom. If you feel as though your behavior or appearance would reflect negatively on you during that situation you are advised against it. You should also try to keep your physical environment where you are working on the class to be as quiet as possible. If there is a television or loud music playing in the background try to limit it, as it can inhibit your ability to be easily heard and understood.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be properly dressed- hair bonnets, caps, pajamas, etc., will not be acceptable when attending class and participating in the discussions..</li> <li><input type="checkbox"/> Be punctual</li> <li><input type="checkbox"/> Be kind to each other</li> <li><input type="checkbox"/> Please mute microphones when lecture is in session</li> <li><input type="checkbox"/> Have fun!</li> </ul> <p>2. When posting discussions or e-mailing one another, please be respectful of what you write. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. <b>Disrespectful students are subject to discipline or dismissal from the online learning platform for this course.</b> All activities in the classroom will follow standards set in the Student Handbook</p> <p>3. When creating/posting images do NOT use graphics that have sexual, political or religious implications. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately.</p> <p>4. Address your peer or instructor with their names for each post or email</p> <p>5. Do not use ALL CAPS for postings or unnecessary exclamation marks, and not use text messaging-style for official assignment postings &amp; email to the instructor. Caps where appropriate, example proper nouns and at the beginning of each sentence.</p> <p>6. When posting critiques, try to be positive with your remarks, at the same time well-seasoned with ideas and comments how your peers can improve their work.</p> <p>7. This course requires that you give support and feedback to your classmate's works. If you see that someone does not have any comments made, please review your classmate's works by posting feedback.</p> <p>8. Aim at getting your discussion assignments &amp; projects in early. (The instructor permits revisions for better grades, most important personal enrichment and improvement if assignment is posted before the due date.) Late assignments or discussions can slow the class down and will not benefit you as the learner.</p> <p>9. Include references with your answers when it is cited from. Do not violate copyright laws.</p> <p>10. Respect examples of Students Works posted online. They are posted as a guide.</p>
<p><b>Technical Support:</b></p>	<p>Students should go to the <a href="#">Password Reset Tool</a> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email <a href="mailto:ciits@pvamu.edu">ciits@pvamu.edu</a>.</p>
<p><b>Submission of Assignments-On Line:</b></p> 	<p>Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.</p> <p><b>ASSIGNMENTS</b> are due at the start of the class session. No late work will be accepted without proper documentation.</p> <p>All <b>DISCUSSION FORUMS</b> have <b>two due dates</b>. The <b>first one</b> is the <b>deadline to post your substantive post</b> (without losing credit), and the <b>second one</b> is to finish up with your responses. This is designed to allow ample time after everyone has answered the</p>











	<p>question for class discussion. Be sure to check the due dates on the assignment and schedule documents for each module.</p> <p><b>Last-minute posts that do not provide time for other students to respond will not be counted as ‘substantial’ replies.</b> This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the discussion. If you have questions about this, don't hesitate to post in the class FAQ forum.</p>
<p><b>Grade and Evaluation</b></p> 	<p><b>Grades for assignments, submissions and exams will be posted within five (5) business days from the due date.</b> You will be notified if those circumstances change. Responses will usually provide a grade and written feedback as well.</p> <p><b>Emails will be responded via email within 24 hours Monday-Friday before 5:00 PM.</b> There will not be a response to emails asking about the class discussion (check your weekly schedule).</p> <p>Please send all correspondences to the instructor's Canvas' portal. Do not send any course materials, assignments, questions or any email(s) to the instructor's PV's webmail Outlook account. This method will allow the instructor to track you and all correspondences to better serve your needs in a timely manner.</p>

### ACCREDITATION/ASSESSMENT CRITERIA TABLE No. 2: ACCE CRITERIA




<p>This course is structured to assist the student in meeting the following criteria shown in <b>Table No. 2</b> as established by the American Council for Construction Education (ACCE) <i>Standards and Criteria for Accreditation</i>. To view the entire list, go to the ACCE website, <a href="http://www.acce-hq.org">www.acce-hq.org</a>, and view the "Accreditation Procedures."</p>				
Course Learning Outcomes:	Competencies (T, R, I)			ACCE
	T Taught	R Reinforced	I Utilized/ Integrated	A Assessed
1. Create <b>written communications</b> appropriate to the construction discipline.		R		
2. Create <b>oral presentations</b> appropriate to the construction discipline.				
3. Create a construction <b>project safety plan</b> .				
4. Create construction <b>project cost estimates</b> .				
5. Create construction <b>project schedules</b> .				
6. Analyze professional decisions based on <b>ethical principles</b> .				
7. Analyze <b>methods, materials, and equipment</b> used to construct projects.		R		
8. Apply <b>electronic-based technology</b> to manage the construction process.				
9. Apply basic <b>surveying techniques</b> for construction layout and control.				
10. Understand different <b>methods of project delivery</b> and the roles and responsibilities of all constituencies involved in the design and construction process.		R		
11. Understand <b>construction accounting and cost control</b> .			I	
12. Understand <b>construction quality assurance and control</b> .			I	
13. Understand <b>construction project control</b> processes.			I	
14. Understand the <b>legal implications</b> of contract, common, and regulatory law to manage a construction project.			I	
15. Understand the basic principles of <b>sustainable construction</b> .				
16. Understand the basic principles of <b>structural behavior</b> .				
17. Understand the basic principles of <b>mechanical, electrical, and piping</b> systems.				

### COURSE OUTLINE: EVENT AND LECTURE SCHEDULE

This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced in class. All referenced readings are taken from the required text.













	Registration/Assembly Dates		Dates exam scores will be posted
	Key Dates		Holidays
	Graduation Applications		Guest lectures
	Dates for Exams		Project Team Workshop
	Proctored Exams		Class Sessions using ZOOM or teleconference technology
<b>COMPLETED</b>	Lecture Completed	<b>POSTED</b>	Lecture Notes, Assignments, or Articles posted to CANVAS









### 16 WEEK CALENDAR













<b>Week One:</b> Topic <b>January 15-19, 2024</b>	Exhibit A: Internship Enrollment and Pre-approval Form Exhibit A.1: Calculation of Employment Hours <b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>▪ <b>Internship Enrollment and Pre-approval Form (Exhibit A) is due.</b></li> <li>▪ <b>Enter assignments in Skills and Knowledge Report (Exhibit C).</b></li> <li>▪ <b>Enter actual hours worked for the week (Exhibit A.1).</b></li> </ul>	
University Events: 	January 15, 2024 [Monday]	 MARTIN LUTHER KING DAY (University Closed)
	January 16, 2024 [Tuesday]	First Class Day Tuition & Fees Payment Due Date
	January 16, 2024 [Tuesday]	TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM
	January 16-23, 2024 [Tuesday-Tuesday]	Late Registration/Late Registration Fee Begins (\$50.00)
	January 17-26, 2023 [Tuesday-Wednesday]	 ATTENDANCE REPORTING PERIOD (ND/SH). Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled!
<b>Week Two:</b> Topic <b>January 22-26, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>▪ <b>Orientation Report is due (See Exhibit B)! LATE SUBMITTALS WILL RECEIVE A '0' GRADE! THIS WILL BE A TASK STREAM ARTIFACT TO BE UPLOADED.</b></li> </ul>	



	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> </ul>						
University Events:							
<b>Week Three:</b> Topic <b>January 29-February 2, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>						
Chapter (s):							
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> </ul>						
University Events:	<table border="1"> <tr> <td>January 30, 2024 [Wednesday]</td> <td>Financial Aid Refunds Begin</td> </tr> <tr> <td>January 31, 2024 [Wednesday]</td> <td>  CENSUS DATE (12<sup>TH</sup> CLASS DAY)   FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.] </td> </tr> <tr> <td>February 1, 2024 [Thursday]</td> <td>WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.</td> </tr> </table>	January 30, 2024 [Wednesday]	Financial Aid Refunds Begin	January 31, 2024 [Wednesday]	CENSUS DATE (12 <sup>TH</sup> CLASS DAY) FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]	February 1, 2024 [Thursday]	WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.
January 30, 2024 [Wednesday]	Financial Aid Refunds Begin						
January 31, 2024 [Wednesday]	CENSUS DATE (12 <sup>TH</sup> CLASS DAY) FINAL DAY TO DROP/WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. [Note: A Financial Record will still exist.]						
February 1, 2024 [Thursday]	WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.						
<b>Week Four:</b> Topic <b>February 5-9, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>						
Chapter (s):							
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> </ul>						
University Events:	<table border="1"> <tr> <td>February 6, 2024 [Tuesday]</td> <td>  DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM. </td> </tr> </table>	February 6, 2024 [Tuesday]	DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.				
February 6, 2024 [Tuesday]	DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.						
<b>Week Five:</b> Topic <b>February 12-16, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>						
Chapter (s):							
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> </ul>						
University Events: 	<table border="1"> <tr> <td>February 12, 2024 [Monday]</td> <td>  CENSUS DATE (20<sup>th</sup> CLASS DAY) </td> </tr> <tr> <td>February 15, 2024 [Wednesday]</td> <td> <b>PVAMU Architecture + Construction Science Career Fair 2024</b>            9:00 AM- 4:00 PM held in the Kennedy Architecture Building </td> </tr> </table>	February 12, 2024 [Monday]	CENSUS DATE (20 <sup>th</sup> CLASS DAY)	February 15, 2024 [Wednesday]	<b>PVAMU Architecture + Construction Science Career Fair 2024</b> 9:00 AM- 4:00 PM held in the Kennedy Architecture Building		
February 12, 2024 [Monday]	CENSUS DATE (20 <sup>th</sup> CLASS DAY)						
February 15, 2024 [Wednesday]	<b>PVAMU Architecture + Construction Science Career Fair 2024</b> 9:00 AM- 4:00 PM held in the Kennedy Architecture Building						
<b>Week Six:</b> Topic <b>February 19-23, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>						
Chapter (s):							
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Begin working on Exhibit D Final Report by submitting a topic for approval.</li> </ul>						
University Events:							
<b>Week Seven:</b> Topic <b>February 26-March 1,</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>						

<b>2024</b>		
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>	
University Events: 		
<b>Week Eight:</b> Topic <b>March 4-8, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>	
University Events: 	March 7-9, 2024 [Thursday-Saturday]	 Mid-Term Exams
<b>Week Nine:</b> Topic <b>March 11-15, 2024</b>	<b>SPRING BREAK!</b>	
Chapter (s):		
Assignment (s):		
University Events: 	March 13, 2024 [Wednesday]	 MID-TERM EXAM GRADES DUE
	March 15, 2024 [Friday]	 Spring Break (University Closed) <b>SUBJECT TO APPROVAL BY THE TAMUS Board of Regents!</b>
<b>Week Ten:</b> Topic <b>March 18-22, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>	
University Events: 	March 20, 2023 [Wednesday]	Founders Day/Honors Convocation
<b>Week Eleven:</b> Topic <b>March 25-29, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>Enter actual hours worked for the week (Exhibit A.1).</li> <li>Continue working on EXHIBIT D: FINAL REPORT.</li> </ul>	
University Events: 	March 26, 2024 [Monday]	  SPRING 2024 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)
	March 27, 2024 [Tuesday]	  SPRING 2024 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in program.)

	March 29, 2024 [Friday]	 Good Friday (No classes; subject to approval by the TAMUS Board of Regents)
<b>Week Twelve:</b> Topic <b>April 1-5, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> <li>▪ Begin working on EXHIBIT E: CLOSING/EXIT LETTER.</li> </ul>	
University Events: 	April 2, 2024 [Tuesday]	 Priority Registration Period for continuing students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. <b>[SPECIAL POPULATIONS]</b>
	April 6, 2024 [Saturday]	 Registration Period for all students for Summer Term 2024, May/Summer 2024 Mini-Mester, and Fall Semester 2024. <b>[SPECIAL POPULATIONS]</b>
<b>Week Thirteen:</b> Topic <b>April 8-12, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> <li>▪ Continue working on EXHIBIT E: CLOSING/EXIT LETTER.</li> <li>▪ Confirm Supervisor is filling out EXHIBIT F: EVALUATION</li> </ul>	
University Events: 	April 12, 2024 [Friday]	 <b>SPRING 2024 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in program.)</b>
<b>Week Fourteen:</b> Topic <b>April 15-19, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<ul style="list-style-type: none"> <li>▪ Enter assignments in Skills and Knowledge Report (Exhibit C).</li> <li>▪ Enter actual hours worked for the week (Exhibit A.1).</li> <li>▪ Continue working on EXHIBIT D: FINAL REPORT.</li> <li>▪ Continue working on EXHIBIT E: CLOSING/EXIT LETTER.</li> <li>▪ Confirm Supervisor is submitting EXHIBIT F: EVALUATION</li> </ul>	
University Events: 		
<b>Week Fifteen</b> Topic <b>April 22-26, 2024</b>	<b>EMPLOYMENT (OFF-CAMPUS LOCATION)</b>	
Chapter (s):		
Assignment (s):	<b>DUE NOT LATER THAN April 26, 2024</b>  <ul style="list-style-type: none"> <li>▪ EXHIBIT A.1: CALCULATION OF HOURS (ACTUALLY WORKED)</li> <li>▪ EXHIBIT B: ORIENTATION REPORT (Previously submitted in Week 2)</li> <li>▪ EXHIBIT C: SKILLS &amp; KNOWLEDGE FORM</li> <li>▪ EXHIBIT D: FINAL REPORT</li> </ul>	

	<ul style="list-style-type: none"> <li>EXHIBIT E: CLOSING/EXIT LETTER</li> <li>EXHIBIT F: SUPERVISORS REVIEW FORM IS DUE; submit directly to the course instructor</li> </ul> <p>All Exhibits must be uploaded to Canvas and emaild to the instructor as a back-up.</p>	
University Events: 	April 26, 2024 [Friday]	 <b>LAST DAY OF CLASS FOR SPRING SEMESTER 2024!</b>
	April 26, 2024 [Friday]	 FINAL DAY TO WITHDRAW FROM COURSES OR THE UNIVERSITY WITH ACADEMIC RECORD ("W") FOR SPRING 2024
<b>Week Sixteen</b>		
	April 29, 2024 [Monday]	 <b>STUDY DAY (NO CLASSES IN SESSION)</b>
	April 30-May 8, 2024 [Tuesday-Wednesday]	 <b>FINAL EXAMINATION PERIOD</b>
	May 9, 2024 [Thursday]	 <b>FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!</b>
	May 11, 2024 [Saturday]	 <b>COMMENCEMENT</b>
	May 14, 2024 [Tuesday]	 <b>FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!</b>

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.

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**STATEMENT OF AGREEMENT**

I have read the Course Syllabus for **CONS 4346 P01 and/or P02 Spring Semester 2024**, including the Class Lecture and Event Schedule, and agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meeting the course objectives and succeeding in this educational endeavor.

\_\_\_\_\_  
Signature-Student

\_\_\_\_\_/\_\_\_\_\_/2024  
Student name (Please print neatly)      Student ID #      Date

\_\_\_\_\_  
Signature-Instructor

[Bruce F. Bockhorn, PhD, AIA](#)      \_\_\_\_/\_\_\_\_/2024  
Instructors name      Date

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**RETURN THIS PAGE FROM THE SYLLABUS TO THE INSTRUCTOR TO COMPLETE YOUR ENROLLMENT IN THIS COURSE.**

RECEIVED WITH STUDENT'S SIGNATURE: \_\_\_\_\_  
 ENTERED INTO GRADE BOOK: \_\_\_\_\_

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