The University of Southern Mississippi  
College of Science and Technology - School of Construction + Design  
AEC 204 – Materials and Methods – lecture H001 Face-to-face

COURSE SYLLABUS

Instructor
• Leffi Cewe-Malloy  
• Office Address: TEC 237, Bobby Chain Technology Building, Hattiesburg  
• Office Number: 601-266-6273  
• Fax Number: 601-266-5717 (Main SoC+Design Office)  
• Email: Leffi.CeweMalloy@usm.edu  
• Website: https://usm.instructure.com/

Office Hours
• Office Hours face-to-face: M, W & F 9:00-10:00AM CST. Other times by appointment

Drop Date
• January 23 - Last day to drop full semester classes and receive 100% financial refund  
• April 5 - Last day to request withdraw full-semester classes and receive a grade of w

Please see Academic Calendar: https://www.usm.edu/registrar/spring-2018-full-term-academic-calendar

Prerequisite
• Students should be able to use Microsoft Word and Power Point and possess basic computer literacy.

Credit Hours
• Three (3) credit hours, Mon, Wed and Fri 10:00-10:50 AM in TEC 252

Course Description-Current USM Bulletin:
Properties, characteristics, and utilization of materials used in design and construction of projects. Completion of NCCER performance verification module is required.

Course Overview
This course is designed to provide architectural, construction, and interior design students with an introduction to the many types of building materials, processes, and methods used in the construction industry. New technologies, developments, and resources for locating information about building materials will also be explored.

Course Outcome(s)
In this course, students will develop introductory knowledge about the materials used in the construction industry. This basic understanding will allow students to further develop their expertise of the construction processes and methods used in industry by providing the framework upon which the remaining construction and architecture courses can expand.
ACCE:
Student Learning Outcomes
(SLO 8) Analyze methods, materials, and equipment used to construct projects
(SLO 18) Understand the basic principles of sustainable construction.

Course Communication
• Course Material will be delivered through the Canvas course site.
• Email will be received and sent through the Canvas course site
• Email Protocol: All course email should have in the subject header 'AEC204_' prior to the stated subject topic.
• For face-to-face students, quizzes, assignments, tests...etc will be handed in to me in class

Required Text (s) and Readings
• Videos, Articles and Power Point presentations on the Canvas course site. All videos will be posted in the course Canvas site under YUJA.

NCCER Requirements
If you started at USM in the fall 2017-18 catalog, you have to complete the NCCER module. There will be a written test in the class, and please read the following information about the required performance testing. https://www.usm.edu/construction/nccer-faqs
If you started at USM before the fall 2017, you have to register for the AEC 204 Lab H002.

Technology Requirements
Assignments will be created in Microsoft Word and Excel.

Canvas Access: It is your responsibility to enable your computer and web browser for access to and usability with Canvas. Please take the time to learn how and what browsers and java versions are required.

Viewing Video: The ability to view instructional videos in this course is critical. They will be accessed on the Canvas course site in MP4 format. You will find them on the Canvas course site under YUJA.

Submission of assignments and taking assessments for face-to-face students: All assignments, in-class activities, quizzes and tests will be handed in to me in class.

Class Procedures and Requirements
• Quizzes: There will be multiple chapter quizzes, which have a time limit. Face-to-face students will take the timed quizzes in class.
• In-class activities or Assignments: There will be class activities such as a field trip, as well as assignments. Face-to-face students will hand them in person. All assignments are due at the time and date stated on the assignment, as well as schedule included in the calendar. When an assignment or exam is missed, the student is responsible for providing an explanation to faculty. If a student is absent from a quiz or assignment, a verified excuse must be obtained from The Office of Student Oriented
Assignments

Exams

Item of A

Aca

60

70

90

Eva

C

• Field trip: There will be a field trip during the semester. Exact date tbd. If you can not participate, and alternative assignment will have to be completed.

Class Participation and Attendance Policy for Face-to-face students

• Students are expected to stay current with the readings assignments and to complete assessments by the required due dates.
• This course is a self-study course in the sense that I want to force original thought and questioning, therefore collaboration between students is not allowed.
• Attendance is required, and will be taken at each class period. Attendance has a value of 10 points on the final grades. A verified excuse must be obtained from The Office of Student Oriented Services in RC Cook Union 221.

https://www.usm.edu/student-orientated-services

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Evaluation Criteria

<table>
<thead>
<tr>
<th>Item</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3)</td>
<td>45 %</td>
<td>Related to material covered; study guides will be provided</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30 %</td>
<td>Quizzes on the material covered and textbook</td>
</tr>
<tr>
<td>Assignments</td>
<td>15 %</td>
<td>Field trip as well as homework assignments</td>
</tr>
<tr>
<td>Attendance</td>
<td>10 %</td>
<td>See instructions in the attendance policy</td>
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</tbody>
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Grading Scale

90-100        A
80-89         B
70-79         C
60-69         D
0-60          F

Exam 1, Exam 2 and Final Exam

• All exams including the final Exam are taken in class. Final exam is on Mon May 7 at 10:45 AM

Late Assignments or Projects

• Late work will not be accepted. Exceptions must be documented by the university and at the discretion of the instructor. A verified excuse must be obtained from The Office of Student Oriented Services in RC Cook Union 221.

https://www.usm.edu/student-orientated-services

Academic Integrity

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others’ work)
2. Plagiarism (representing another person’s words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the
explicit approval of all faculty members’ involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” For more details, please see the University’s Academic Integrity Policy. Note that repeated acts of academic misconduct will lead to expulsion from the University.

Academic Honesty
Required: Students must read the syllabus, and complete the syllabus assignment on Canvas, where you have to create a word document stating the following:

- Understand USM’s academic integrity policy and also understand that if they do not uphold the standards of academic honesty, the instructor will enforce all applicable punishment.
- Understand their responsibility under the 'Technology Requirements' section.
- Understand that work in this course is not to be collaborative, and that sharing electronic documents or course information between students (that are not in the same group) is prohibited and considered cheating.
- Understand their Communication Etiquette responsibility

Your cooperation is required in this course for learning or 'academic' integrity. You may have to do some supplemental research to feel confident of your answers (examples would be websites with construction data, supplemental materials posted by the instructor, etc.). In any case it is always good to document your assumptions in the assignments. This will result in very unique submissions and if I feel that several of the assignments have been shared or collaborated upon, I will act and then investigate. **If two or more assignments are duplicated, I will fail all parties involved, so please DO NOT SHARE YOUR WORK with others prior or after the submission.**

ADA Policy: If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address: The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: 601.266.5024 or 228.214.3232
Fax: 601.266.6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or emailing ODA at oda@usm.edu.