The University of Southern Mississippi
College of Arts & Sciences – School of Construction + Design
ACT234 – Digital Communications II

COURSE SYLLABUS

Instructor
Shane Germany
118 College Drive Box #5138
shane.germany@usm.edu

Office Hours
See attached Office Hours for the Instructor.

Drop Date
Thursday, September 6, 2018, is the last day to drop full-semester classes w/o instructor permission & academic or financial penalty with a grade of W & receive 100% tuition credit.

The last day a student may withdraw and receive a grade of “W” is Thursday, November 1, 2018. After this date you will receive a letter grade.

See Academic Calendar for other important dates for the semester:
https://www.usm.edu/registrar/fall-2018-full-term-academic-calendar-0

Prerequisites
AEC132

Credit Hours
3hr Lecture

Course Description
Design development utilizing architecturally-oriented software for use in building design, planning and pre-construction.

Course Overview
The purpose of the class is to establish a foundation developing 3D building information models which can be used to extract design & construction drawings & data. This course is suitable for students who have novice to intermediate level experience using CADD software and familiarity with architectural & construction topics.
Course Learning Outcome(s) - CLOs

The following Course Learning Outcomes (CLOs) are applicable to this course: As a result of this course, students should be able to

1. Students will learn fundamental software skills and techniques required to create building models using typical industry software.
2. Create 3D building information models based on verbal or graphical descriptions of architectural building systems.
3. Develop model elements, families, templates, schedules, etc. beyond the native library to extend the capabilities of the software.
4. Utilize typical vocabulary, graphic symbols, standards & language used in architecture, engineering, & construction.
5. Understand modeling & drawing/reporting concepts, methods, and best practices and make informed decisions in regard to planning & execution.

Student Learning Outcomes

American Council of Construction Education (ACCE) Student Learning Outcomes (SLOs): Not applicable to this course

Course Communication

The primary mode of communication will be via Canvas messages, announcements or e-mail. Note: You should check Canvas daily to ensure you do not miss important information related to the course. The instructor will check email daily and you should receive a response within 48 hours (M-F) of successfully sending the e-mail. In the event that you experience technical problems or the instructor is unable to respond due to extenuating circumstances, you are encouraged to contact the School of Construction + Design main office staff for assistance.

The course homepage will contain an area which is titled “ANNOUNCEMENTS”. You should check this daily. It is here that the instructor will inform the students in the class of any changes, information, or instructions which impact the course content or students enrolled.

Outside of the classroom, the main point of communication shall be via Canvas and/or your USM email. Students must originate emails from their campus email address and utilize proper email etiquette. Subject headings for all email should begin with “ACT234”.

ACT234, Fall 2018 2 Germany
Required Text (s) and Readings
Textbook: Design Integration Using Autodesk Revit 2018 ISBN#9781630570996

Other Supplementary material provided by the Instructor in digital format or available online as required.

Technology Requirements
Access to and fully functional use of Canvas & campus email. The ability to download, save, and read Microsoft Office & Adobe pdf documents.

Access to a computer (Windows PC highly recommended!!!) that can download, install, and efficiently run the latest version of Autodesk Revit. For the Fall 2018 semester we will be using Autodesk Revit 2018 in the labs. You can download a free student version for use on your personal computer by registering your .edu email address with Autodesk.


Autodesk student software registration: http://www.autodesk.com/education/free-software/revit

Class Procedures and Requirements
All assignments and course materials will be available via Canvas. Tests, Quizzes, and assignment deliverables will be administered and submitted via Canvas only unless student accommodations are required and pre-arranged. Typical classroom Lecture & Lab content will follow this format:

- Review of previous week’s material, questions, comments, etc.
- Lecture on material & exercises.
- Open Lab sessions for Instructor assistance as time permits. Online students are encouraged to contact the Instructor as often as necessary and arrange for distance collaboration as required.

Students can expect to dedicate ample non-classroom time to review materials, complete exercises, and/or independently study the course materials and assignments. See attached Tentative Class Schedule for additional information.
Class Participation Policy - Attendance is mandatory
For face-to-face sections this means ‘in person’ at the scheduled time/location. For Online students this means that Canvas records must show that the student logged in no less than twice per week to check for new material, with an active period no less than the length of the recorded lecture(s) for the week.

All “Excused” absences, including for Emergency, Medical, or Athletic/Academic leaves must be processed by the University through the Office for Disability Accommodations (ODA). documentation shall be provided from administration. Refer to the Late Work Policy.

Evaluation Criteria (% of final average)
Evaluation Criteria for assignments, quizzes, exams, exercises, etc... shall be weighted to a Final Grade and categorized as follows:
- 15% Quizzes
- 55% Assignments
- 30% Final Project

Grading Scale
Assignments & Quizzes are scored on a 10pt scale based on level of completeness and correctness. Cumulatively each category (Assignments, Quizzes) is totaled and equated to a 100pt percentage scale.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-60</td>
<td>F</td>
</tr>
</tbody>
</table>

Final Grades are determined by a total of all Evaluation Criteria as weighted above. Numerical values are assigned Letter grades assigned as shown at right.

Late Assignments or Projects
All late work will be penalized by a minimum of one letter grade unless one of the following conditions exists:
1. Prior notification was provided to the Instructor and arrangements to submit work are agreed upon before the absence occurs.
2. The Instructor receives an official notification from the Office of Disability Accommodations documenting the temporary illness, injury, or other extenuating circumstance.
   a. Visit the following website for instructions:
      https://www.usm.edu/student-affairs/office-student-ombudsman-services
   b. Contact Alfreda Horton, Coordinator of Student Ombudsman Services
      alfreda.horton@usm.edu 601.266.4025

ALL LATE WORK SUBMITTED AFTER THE ASSIGNMENT HAS BEEN GRADED WILL BE REJECTED AND RECORDED AS A ZERO GRADE.
**Academic Honesty**

The following is from the USM Undergraduate Bulletin:

“When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.”

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: https://www.usm.edu/institutional-policies/policy-acaf-pro-012

Note that repeated acts of academic misconduct will lead to expulsion from the University.

**Proctored Exams**

The Final Exam required in the course will be taken online. The exam must be proctored. The instructor and the students enrolled in the course both have responsibilities to ensure that this process is successful. Be sure to read all instructions about your responsibilities related to fees, forms, and follow-up. The exam is password protected and only your verified proctor will be issued the password. The window to take the exam aligns with the University official schedule for taking the final exam for the course.

The instructor will proctor the exam on the specific day and time the on-campus students are scheduled to take the exam. If you cannot attend then, you MUST complete an application to proctor and secure someone else to proctor your exam. https://online-learning.usm.edu/proctoring/

**Academic Support Resources / ADA Policy**

Please see our Student Success Website: http://www.usm.edu/success for information on where you can find tutoring and other academic assistance, as well as the location of key resources on campus.

If a student believes that they have a disability which is covered by the Americans with Disabilities Act (ADA) and makes them eligible to receive classroom or housing accommodations, they should contact the Office for Disability Accommodations (ODA) for information regarding the registration process. Disabilities covered by the ADA may include but are not limited to ADHD, learning disabilities, psychiatric disabilities, physical disabilities, chronic health disorders, temporary illnesses or injuries and pregnancies. Students should contact ODA if they are not certain whether their
documented medical condition qualifies for ODA services. Students are only required to disclose their disability to the Office for Disability Accommodations. All information submitted to ODA by the student is held with strict confidentiality.

**Contact information:**
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001
Voice Telephone: 601.266.5024 or 228.214.3302 Fax: 601.266.6035
Individuals with hearing impairments should contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email ODA at oda@usm.edu.

**Mental Well-Being Statement**
USM recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601-266-4829. More information is also available at https://www.usm.edu/student-counseling-services. All students are eligible for free, confidential individual or group counseling services. *In the event of emergency, please call 911 or contact the counselor on call at 601-606-HELP (4357).*

**Nondiscrimination Statement:**
The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.

**Confidentiality and Mandatory Reporting**
As an instructor, one of my responsibilities is to help create and maintain a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a faculty member. I am required to share information regarding sexual misconduct or information about a crime that may have occurred on USM’s campus with certain University officials responsible for the investigation and remediation of sexual misconduct. The information will remain private and will only be shared with those officials necessary to resolve the matter. If you would like to speak in confidence, resources available to students include Confidential Advisors with the Shafer Center for Crisis Intervention, the Counseling Center, Student Health Services, and Clergy. More information on these resources and University Policies is available at https://www.usm.edu/sexual-misconduct.

**Tentative Class Schedule**
See attached.