The University of Southern Mississippi  
College of Arts & Sciences - School of Construction + Design  
AEC 254-H001 – Estimating I (Fall 2018)

COURSE SYLLABUS

Instructor
John Jeffrey Hannon  
Bobby Chain Technology Bldg. (TEC) Room 239  
Office Phone: (601) 266-5550  
Email: john.hannon@usm.edu

Office Hours
MW 3:00-4:30 pm; TTh 1:15-2:45 pm

Class Meets (On-Campus Section)
MW 1:15p – 2:45p in TEC 252

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

Prerequisites/Credit Hours
AEC 204 Credit Hours / 3 Credit Hours

Credit Hours
3 credit hours.

Course Description
Material quantity survey and techniques used in estimating costs of construction projects.

Course Overview
This course is endeavors to teach School of Construction + Design students the skill of quantifying construction materials from 2-dimensional drawings and 3-dimensional models (‘taking-off quantities’) for use in cost estimation and price derivation. These quantity survey skills are performed utilizing Excel spreadsheets and software applications. Information concerning the role of estimating and quantity surveying in the construction industry is covered. Students will also learn how to organize an estimate into appropriate sections of direct and indirect costs, as well as the proper application of cost categories and cost sources. At the conclusion of the course, students will assemble a cost estimate and mark it up to determine a price.
Course Learning Outcome(s)

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

1. Perform quantity take-off utilizing spreadsheets.
2. Perform quantity take-off utilizing software application(s).
3. Understand the basic estimating processes.
4. Understand the differences between cost categories, types, and price.
5. Differentiate the contract and bidding documents required to estimate cost and develop price.
6. Create a cost estimate and price from drawings and/or models.

Student Learning Outcomes
American Council of Construction Education (ACCE) Student Learning Outcomes (SLOs):

N/A

Assessment Methods

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>2 QTO Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>3 Estimate-Project</td>
<td>30%</td>
</tr>
<tr>
<td>4 Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>

Computer Hardware and Software

- Students are expected to procure and be able to operate a personal computer with the following specifications at this link on the USM School of Construction + Design website: https://www.usm.edu/construction/student-computer-specifications

- Students will be expected to attain a working knowledge of the following software applications (beyond basic competency):
  - Microsoft Excell
  - Bluebeam Revu (quantity take-off) functions

- Canvas Learning Management System

Licenses for software applications used in the course will not incur additional student fees. Although the instructor will provide video demonstrations in the use of software applications, successful students will take additional time to practice and find proprietary training materials in order to gain software competencies/skills.
**Topical Content and Schedule**

The topical content of this course is related to Course Learning Outcomes (CLOs), and Assessment is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic/Reading</th>
<th>Text Ch</th>
<th>Due Date</th>
<th>OL Session</th>
<th>CLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-Aug</td>
<td>Course Introduction</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-Sep</td>
<td>Labor Day Holiday</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Sep</td>
<td>Introduction to Estimating</td>
<td>1</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>10-Sep</td>
<td>Introduction to Estimating</td>
<td>1</td>
<td>Quiz CH-1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>12-Sep</td>
<td>Contracts, Bonds, and Insurance/Manual</td>
<td>2 &amp; 3</td>
<td>Quiz CH-2,3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>17-Sep</td>
<td>The Estimate</td>
<td>4</td>
<td>Quiz CH-4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>19-Sep</td>
<td>Computers/Software/OH/Contingencies</td>
<td>5 &amp; 6</td>
<td>Quiz CH-5,6</td>
<td>xQTO ss</td>
<td></td>
</tr>
<tr>
<td>24-Sep</td>
<td>Labor / Equipment</td>
<td>7 &amp; 8</td>
<td>Quiz CH-7-8</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>26-Sep</td>
<td>Excavation</td>
<td>9</td>
<td>x</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1-Oct</td>
<td>Concrete</td>
<td>10</td>
<td>QTO Excav</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3-Oct</td>
<td>Concrete</td>
<td>10</td>
<td>x</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8-Oct</td>
<td>Masonry</td>
<td>11</td>
<td>QTO Concrete</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10-Oct</td>
<td>Masonry</td>
<td>11</td>
<td>x</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>15-Oct</td>
<td>Metals</td>
<td>12</td>
<td>QTO Masonry</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>17-Oct</td>
<td>Metals</td>
<td>12</td>
<td>x</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>22-Oct</td>
<td>Wood</td>
<td>13</td>
<td>QTO Metals</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>24-Oct</td>
<td>Wood</td>
<td>13</td>
<td>x</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>29-Oct</td>
<td>T &amp; M Protection/Doors &amp; Windows</td>
<td>14 &amp; 15</td>
<td>QTO Wood</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>31-Oct</td>
<td>Finishes &amp; Misc</td>
<td>16 - 19</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5-Nov</td>
<td>Estimating Methods/Pricing</td>
<td>20 - 21</td>
<td></td>
<td>1</td>
<td>4,5</td>
</tr>
<tr>
<td>7-Nov</td>
<td>Estimate-Project</td>
<td>Quiz</td>
<td>x</td>
<td>2,6</td>
<td></td>
</tr>
<tr>
<td>12-Nov</td>
<td>Estimate-Project</td>
<td></td>
<td></td>
<td>2,6</td>
<td></td>
</tr>
<tr>
<td>14-Nov</td>
<td>Estimate-Project</td>
<td></td>
<td></td>
<td>2,6</td>
<td></td>
</tr>
<tr>
<td>19-Nov</td>
<td>Estimate-Project</td>
<td></td>
<td></td>
<td>2,6</td>
<td></td>
</tr>
<tr>
<td>21-Nov</td>
<td>Thanksgiving Holiday</td>
<td></td>
<td></td>
<td>2,6</td>
<td></td>
</tr>
<tr>
<td>26-Nov</td>
<td>Estimate-Project</td>
<td></td>
<td>x</td>
<td>2,6</td>
<td></td>
</tr>
<tr>
<td>28-Nov</td>
<td>Exam Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Dec</td>
<td>Final Exam 10:15 a.m. - 12:15 p.m.</td>
<td>Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This Schedule is Subject to Change**

**Course Communication**

The primary mode of communication will be via Canvas video, announcements, online sessions, messages, or e-mail—in that order of precedence. Note: You should check Canvas daily to ensure you do not miss important information related to the course. The instructor will check email during office hours and you should receive a response within 48 hours (M-F) of the query. 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.

**Required Text (s) and Readings**


Electronic versions from the publisher (discounted) can be found at this link: [http://www.mypearsonstore.com/bookstore/estimating-in-building-construction-subscription-0133431169](http://www.mypearsonstore.com/bookstore/estimating-in-building-construction-subscription-0133431169)

Amazon: [https://www.amazon.com/Estimating-Building-Construction-Steven-Peterson-ebook/dp/B00IEKT5OU](https://www.amazon.com/Estimating-Building-Construction-Steven-Peterson-ebook/dp/B00IEKT5OU)

**Technology Requirements**

A broadband internet connection is required to view videos and to successfully participate in the course in general. Please do not attempt with dial-up or low internet connection bandwidths. Access to some course material with mobile devices is possible with the Canvas App, but a personal computer is required to complete the course.

You are responsible for having access to a computer that can accommodate the course delivery and requirements. Please do not attempt to navigate the course solely with a tablet or smartphone (although apps for these and push notifications are encouraged). Please do not rely or depend upon the instructor for technical support. Canvas technical support can be found at this link: [https://www.usm.edu/canvas](https://www.usm.edu/canvas)

**Class Procedures and Requirements**

See *Class Schedule* in this document for detailed information regarding course requirements.

Course Modules are in Canvas and include the following:

- **Lecture Materials**- Power Points, handouts, and other reference materials used during class lecture are found here
- **In Class Lecture Video**- the on-campus class lectures are captured and uploaded here
- **Assessments**- all assignments (chapter definition of terms, chapter quizzes, FIRACs, position paper, and comprehensive final exam

All student submitted work must follow the following file naming format:

Example: Hannon_J_123456_AEC254_QTO1

**Class Participation Policy**

Students are expected to review all content related to the course and access the online course in Canvas at least several times a week (both on-campus & online section students). On-campus students are expected to attend class and attendance will be verified at the beginning of class. The on-campus lecture is recorded so the door to the classroom will be closed (5 minutes after the official start of class) and students will not be
allowed to enter after that time. This will prevent the class being disrupted by a student entering late. Please plan to be early or at least be on time.

The course content in Canvas reinforces and supplements the content in your textbook and will assist you in learning the course materials. Attendance in class (face-to-face or in Canvas for online students) is important is aiding students in being successful in the course.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

Note: The instructor maintains the official gradebook and calculates grades externally from the courseware. The Canvas gradebook is not the official gradebook and is utilized only for the purpose of retrieving quiz/exam grades, when applicable, and as a convenient feedback utility to inform students of individual assignment grades, once available. The Canvas gradebook may or may not display all credit assignments at any given time during the semester and therefore is not to be used as a planning tool for identifying required activities or due dates. Grade totals and percentages in the Canvas gradebook may not accurately reflect actual course performance. I will attempt however to keep the Canvas gradebook as accurate as possible so that you can track your grade status in the course as closely as possible.

Late Assignments or Projects
All assignments are due at the time and date stated on the schedule included in the syllabus. When an assignment or exam is missed, the student is responsible for providing an explanation to faculty. No late work will be considered for submission for credit unless the instructor receives documentation from the university’s Office of Student Ombudsman Services. If you have extenuating circumstances that prevent you from meeting an assessment (assignment, quiz, exam…) deadline you need to contact this office to have absences authenticated. https://www.usm.edu/student-affairs/office-student-ombudsman-services

The form requesting the authentication of documentation must be submitted within 14 days of the missed assessment deadline in order to be considered. “By submitting this form, the student is petitioning to have this office authenticate the documentation provided. The student and their instructor(s) will receive a notice from our office advising whether or not the documentation submitted is authentic. This notice does not "excuse" the absence, nor does it guarantee that the student will be permitted to make up tests or other missed assignments. The absence notice simply documents that the student’s illness or other circumstances indicate that the student is/was unable to participate in class for the designated period of time. At their discretion, the instructor will make the final decision regarding the Notice of Absence.”

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 Final Exam must be completed within the hours of 10:15 am – 12:15 pm on Wednesday, December 5, 2018. NO EXCEPTIONS WILL BE MADE!**

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 Honesty**

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):

- Cheating (including copying from others’ work)
- Plagiarism (representing another person’s words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
- Falsification of documents
- Disclosure of test or other assignment content to another student
- Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members involved
- Unauthorized academic collaboration with others
- 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: https://www.usm.edu/institutional-policies/policy-acaf-pro-012 Note that repeated acts of academic misconduct will lead to expulsion from the University.

**Academic Support Resources**

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 a 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.