COURSE SYLLABUS

Instructor
Doris A. Kemp
Bobby Chain Technology Bldg. Room 233-C
(601) 266-5673
(601) 266-5717
Email: Doris.Kemp@usm.edu

Office Hours
MW: 10 am - 12:00 pm; 1:30 pm-3:30 pm
TTh: 2:30-3:30 pm

Drop Date
- Wednesday, August 31, 2016, is the last day to drop full-semester classes and receive 100% financial credit
- The last day a student may withdraw and receive a grade of “W” is Friday, November 4, 2016. After this date you will receive a letter grade.
- See Academic Calendar: http://www.usm.edu/registrar/calendars for other important dates for the semester

Prerequisites
AEC 204/204 Lab

Credit Hours
3 credit hours.

Course Description
ACT 380 -- Specifications, 3 hrs. Prerequisite: AEC 204/204 lab. An introduction to the purpose, organization, compilation, writing and editing of architectural project specifications.

Course Overview
This course is designed to provide architectural and construction students with an overview of the Project Life Cycle. Special emphasis will be on the phases of a project, various types of contracts, methods for specifying and writing specifications.

Course Outcome(s)
In this course students will develop introductory knowledge about the construction documents used in the construction industry. This basic understanding will allow students to further develop their expertise of the construction documents used in industry by providing the framework upon which the remaining construction and architecture courses can expand.
Student Learning Outcomes
At the end of the course students will be able to:
1. Analyze construction documents for planning and management of construction processes.
2. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
3. Understand construction quality assurance and control.

Course Communication
The primary mode of communication will be via e-mail or office visits during office hours. The instructor will check email daily and you should receive a response within 48 hours 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 main office staff for assistance. The phone number is (601) 266-4895.

Required Text (s) and Readings

Technology Requirements
You are expected to be able to use Microsoft Word and Power Point in order to complete assignments. Because hardware and software failure can occur and many times does so unannounced and close to a deadline---please ensure that you always maintain a backup and complete work well in advance of a deadline.

Class Procedures and Requirements
See *Class Schedule* at the end of this document for detailed information regarding course requirements.

Academic Support Resources
- Please see our Student Success Website: [http://www.usm.edu/success](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.
- The Writing and Speaking Centers are valuable resources for students. Both Centers are located in the Cook Library. The Web sites are [http://www.usm.edu/speakingcenter](http://www.usm.edu/speakingcenter) and [http://www.usm.edu/writingcenter](http://www.usm.edu/writingcenter). Both Centers are designed to assist students, at no cost, to improve their written and oral assignments. The instructor recommends that you visit them to help you improve aspects of your assignments.

Class Participation Policy
Students are expected to attend all class meetings and review all content related to the course. There is an online course supplement in Blackboard and you should review this content at least several times a week. The course content in Blackboard reinforces and supplements the content in your textbook and will assist you in learning the course materials. Your quizzes and exams are completed in Blackboard.
Evaluation Criteria

<table>
<thead>
<tr>
<th>Assessment #</th>
<th>Item</th>
<th>Point Value</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 Exams (must be proctored)</td>
<td>200 points total (100 pts. each)</td>
<td>37.2%</td>
<td>Related to material covered in lecture</td>
</tr>
<tr>
<td>2</td>
<td>14 Quizzes (All due on Tuesday)</td>
<td>175 points total</td>
<td>32.5%</td>
<td>See Individual Course Weeks under Assessments</td>
</tr>
<tr>
<td>3</td>
<td>AIA-A201 Test</td>
<td>63 points total</td>
<td>11.7%</td>
<td>See Week 6</td>
</tr>
<tr>
<td>4</td>
<td>CDT Exam Score</td>
<td>100 points total</td>
<td>18.6%</td>
<td>See Week 14 for Reference Materials</td>
</tr>
</tbody>
</table>

NOTE: All grades are based on a possible 538 points. You earn a total of 460 points = B.

Grading Scale (based on total points earned):

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>485-538</td>
<td>A</td>
</tr>
<tr>
<td>431-484</td>
<td>B</td>
</tr>
<tr>
<td>377-430</td>
<td>C</td>
</tr>
<tr>
<td>323-376</td>
<td>D</td>
</tr>
<tr>
<td>0-322</td>
<td>F</td>
</tr>
</tbody>
</table>

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 accepted 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, test…) deadline you need to contact this office to have absences authenticated. https://www.usm.edu/student-affairs/office-student-ombudsman-services

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.

ADA Policy

ADA Syllabus Statement for the Hattiesburg Campus

If a student has a disability that qualifies under the American 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 email Suzy Hebert at Suzanne.Hebert@usm.edu.
### Class Schedule*

<table>
<thead>
<tr>
<th>Week (date content covered)</th>
<th>Topic</th>
<th>Module Focus Content</th>
<th>PDGP Reference</th>
<th>Assignment/Tests (Due Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro</td>
<td>• Read entire syllabus&lt;br&gt;• Send email to instructor if anything is unclear and you need clarification&lt;br&gt;• Students should read all textbook pages, review figures and examples, as well as review the instructor generated Power Point presentations for each module</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Aug 30</td>
<td>Project Phases</td>
<td>• Identify the Stakeholders and Participants of a project&lt;br&gt;• Name the 6 typical Project Phases&lt;br&gt;• Identify the activities associated with each phase&lt;br&gt;• Identify the documents produced by the Owner, Architect/Engineer, and Contractor during each phase</td>
<td>Chapter 2 Pgs. 9-38</td>
<td>9/6 (Tues.)—complete Quiz 1-Project Phases—all remaining quizzes due on Tuesday</td>
</tr>
<tr>
<td>2 Sept 1</td>
<td>Formats</td>
<td>• List the 2 key organization that helped develop standards to enhance communication in construction documents&lt;br&gt;• List the 4 formats used in construction documents&lt;br&gt;• Describe UniFormat™, MasterFormat™, SectionFormat™ and Page Format™&lt;br&gt;• Discuss the applications and purpose for each Format&lt;br&gt;• List the 3-parts within SectionFormat™&lt;br&gt;• Identify topics found in each of the 3-parts&lt;br&gt;• Discuss the hierarchy of the Formats</td>
<td>Chapter 11 Pgs 263-273</td>
<td>9/13—complete Quiz 2-Formats</td>
</tr>
<tr>
<td>3 Sep 6 &amp; 8</td>
<td>Construction Documents</td>
<td>• Define Construction Documents&lt;br&gt;• List the 2 parts of construction documents&lt;br&gt;• List the forms included in Procurement Requirements&lt;br&gt;• Discuss the legal implications of Contract Documents&lt;br&gt;• Describe the purpose and design of the Uniform Location of Subject Matter Form&lt;br&gt;• List the 6 components that make up the Contract Documents&lt;br&gt;• List and describe the 2 Conditions of the Contract&lt;br&gt;• Differentiate between Addenda and Modifications&lt;br&gt;• Describe the parts of a Project Manual&lt;br&gt;• Discuss problems which can occur with incorrect construction documents or poor communication among design team members</td>
<td>Chapter 11 Pgs 217-222</td>
<td>9/20--complete Quiz 3–Construction Documents</td>
</tr>
<tr>
<td>4 Sept 13 &amp; 15</td>
<td>Construction Contracts</td>
<td>• Define contract&lt;br&gt;• List the necessary parts of a typical construction contract&lt;br&gt;• Describe the parties involved in the primary construction contract&lt;br&gt;• Discuss the purpose of the construction agreement&lt;br&gt;• Name the standard agreement forms developed by AIA and EJCDC&lt;br&gt;• List advantages of using standard forms&lt;br&gt;• List disadvantages of using non-standard forms&lt;br&gt;• Describe the role of each of design and construction parties (Owner, Contractor, A/E)&lt;br&gt;• Discuss the 2 methods of Contractor selection, competitive bidding and direct selection&lt;br&gt;• Describe and distinguish between a Single Prime and Multiple Prime contract&lt;br&gt;• Describe and provide an application for Design-Bid-Build, Design-Negotiate-Build, Construction Management, Design-Build, Owner-Build, and Integrated Project Delivery types of contracts and project delivery methods&lt;br&gt;• Define turnkey&lt;br&gt;• Define and differentiate among Stipulated (Lump) Sum, Unit Price, and Cost-Plus Fee methods of Contractor payment&lt;br&gt;• Discuss the purpose of a GMP (Guaranteed Maximum Price)</td>
<td>Chapter 5 Pgs 67-76; Chapter 7 Pgs 109-150</td>
<td>9/27—complete Quiz 4–Construction Contracts</td>
</tr>
<tr>
<td>5 Procurement</td>
<td></td>
<td>• Discuss the basic principle of the bidding process</td>
<td>Chapter 12</td>
<td>10/4—complete Quiz</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Text</td>
<td>Page(s)</td>
<td>Notes</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Sept 20 & 22 | (Bidding) Requirements                      | Discuss why bids vary  
Explain the purpose and content of plan rooms  
Describe the typical method for submission of bids  
Explain the factors which impact the time limit for bidding  
Discuss the purpose of a Bid Depository  
List the documents which are included and are a necessary part of a bidders ability to successfully submit a bid for a project  
List the different types of bids  
Define and describe a Bid Security  
Discuss bidder’s qualifications  
Identify elements of an Invitation to Bid, the Instructions to Bidders, and a Bid Form  
Discuss information which is typical “information available to bidders” but not part of the contact documents | Pgs 345-387 | 5 -Procurement (Bidding) Requirements                                                   |
| 6 Sept 27 & 29 | Conditions of the Contract                 | List and define the 2 main Conditions of the Contract  
Explain the purpose of the Conditions of the Contract  
Discuss the A/E’s duties and responsibilities that are described in the Conditions of the Contract  
List the AIA standard document dealing with General Conditions of the Contract  
Provide examples of Supplementary Conditions which require provisions  
Discuss how the Conditions of the Contract coordinate with Division 1—General Requirements  
Recognize the legal consequences related to the Conditions of the Contract | Chapter 11 Pgs 340-344 | 10/6—complete AIA-A201 Assessment                                                        |
| 7 Oct 4 | Drawings                                   | Define and determine content of construction drawings  
Discuss the scope and intent of Design Phase drawings  
Identify the 2 types of Construction Drawings  
List the 2 drawings which are considered Contract Drawings  
Explain the purpose of a “bubble’ or “cloud” around an area in a drawing  
Discuss items included in Record Drawings  
Identify items that are standardized in drawings  
Expand UDS and explain its purpose  
Discuss BIM (Building Information Modeling)  
List the items that are shown on drawings  
Discuss the qualitative requirements defined in specifications  
Explain why materials are specified only once  
Discuss the advantages of using generic notes to identify materials on drawings  
Discuss the standardization and generic class of material symbols used on drawings | Chapter 11 Pgs 222-247 | 10/11—complete Quiz 6—Conditions of the Contract                                      |
| 8 Oct 11 | Div 1 – General Requirements               | Define “general” as it refers to Division 1  
Explain the administrative and procedural aspects of General Requirements  
Describe the hierarchy of General Conditions, Division 1-General Requirements, and Part 1-General  
Explain the relationship of Division 1 – General Requirements with bidding requirements, Conditions of the Contract, Divisions 2 – 49, and drawings | Chapter 11 Pgs 273-282 | 10/18—complete Quiz 7–Drawings & Specs                                                 |
| 9 Oct 18 | Product Evaluation                          | List the 3 major steps in Product Evaluation  
Provide examples of topics for the 3 major steps  
List 5 functional characteristics associated with products  
Describe 4 practical characteristics of products  
Discuss examples of compatibility and system issues of products  
List 4 items to include when determining product cost  
Discuss the impact legal requirements, standards, and codes have on product evaluation and selection  
List 3 resources for identifying possible products to consider  
Discuss considerations for installation when determining product to use on a project | Chapter 10 Pgs 189-215 | 10/25—complete Quiz 8–Div 1                                                             |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Subtopics</th>
<th>Chapter(s)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Oct 25</td>
<td>Allowances, Alternates &amp; Unit Prices</td>
<td>Discuss the impact cost and maintenance have in product selection</td>
<td>Chapter 8 Pgs 173-177</td>
<td>11/1—complete Quiz 9–Product Evaluation</td>
</tr>
<tr>
<td>10 Oct 27</td>
<td>Methods of Specifying</td>
<td>List the 4 methods of specifying</td>
<td>Chapter 11 Pgs 260-288</td>
<td></td>
</tr>
<tr>
<td>11 Nov 1</td>
<td>Warranties</td>
<td>List and define the 2 main types of warranties</td>
<td>Chapter 11 Pgs 300-306</td>
<td>11/8—complete Quizzes 10 &amp; 11–Allowances, Alternates &amp; Unit Prices And Methods of Specifying</td>
</tr>
<tr>
<td>12 Nov 3</td>
<td>Preliminary Project Descriptive &amp; Outline Specs</td>
<td>Describe the purpose and parts of the preliminary project descriptions</td>
<td>Chapter 9 Pgs 181-187</td>
<td></td>
</tr>
<tr>
<td>12 Nov 8</td>
<td>Bidding &amp; Contract Document Modifications</td>
<td>Determine when contract modifications are necessary to use</td>
<td>Chapter 13 Pgs 418-423; Chapter 11 Pgs 282-286</td>
<td>11/15—complete Quiz 12–Warranties</td>
</tr>
<tr>
<td>13 Nov 10</td>
<td>Specifications Language Writing Specifications</td>
<td>List and define the 4 Cs (principles) of specification writing</td>
<td>Chapter 11 Pgs 247-263</td>
<td>11/22—complete Quiz 13–Substitutions</td>
</tr>
</tbody>
</table>
- Differentiate between imperative and indicative moods of writing sentences
- Define *streamlining* as it relates to writing specifications

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Handouts-Practice Exam</th>
<th>11/29--complete Quiz 14--Specifications Language Exam #2 (covers Drawing through writing Specifications) – Complete on Thursday December 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 15, 17, 22, 29</td>
<td>Review for CDT Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 6</td>
<td>Complete CDT Exam—class must complete exam by Monday, December 12</td>
<td></td>
<td>CDT Exam—must complete by December 12 and send instructor a copy of results by Wednesday, December 14</td>
</tr>
<tr>
<td></td>
<td>You must register for the CDT exam by completing the online application form found at <a href="http://www.csinet.org">www.csinet.org</a> and submit a printed copy to the instructor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The cost of the exam is $105 for students—payment form must be credit card</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you do not take the exam you will receive an “F” in the ACT 380 course regardless of your performance on other course assessments and assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>You must have valid ID and the name you use to register for the CDT exam MUST match the name on the ID (no nicknames)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>You must send the instructor a copy of your official CDT exam scores by no later than Wednesday, December 14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Schedule may be revised if necessary. Students will be notified if this is the case.*