COURSE SYLLABUS

Instructor
• Hans Palacios
• Kate Hubbard House, Office 308
• Phone: (601) 266-5605
• Fax: (601) 266-5717
• hansraj.palacios@usm.edu

Office Hours
• Location: Kate Hubbard House, Office 308
  • Monday (9:00 AM – 10:00 AM) & (12:00 PM – 5:00 PM)
  • Tuesday (11:00 AM – 1:00 PM)
  • Thursday (11:00 AM – 1:00 PM)
• Prior to meeting with the instructor during available office hours, the student must provide written documentation of the question or concern to be discussed during the office visit. The documentation must either be emailed to the instructor prior to the office visit or hand-delivered to the instructor at the beginning of the office visit. The purpose of the documentation is to provide a log of communication between student and instructor throughout the course.
• Office hours will not be honored during the week of final exams. If you need to meet with the instructor during this week, please schedule an appointment.

Drop Date
• January 20, 2015 is the last day to drop the class without Academic Penalty.

Prerequisites
• ACT 400 – Senior Project; senior standing and approval of faculty adviser.

Credit Hours
• 3 credit hours.

Course Description
• Course description is not available; reference 2014-2015 Undergraduate Bulletin.

Course Overview
• Students will coordinate all applicable building systems and manage building information through the development of construction documents, specifications, and estimate for a 7,000 - 10,000 square foot design project in this course. In coordination with the design project developed in ACT 400, students will research and develop a building design strategy based on sustainability, technology, and a collaborative approach.
Student Learning Outcomes
- Upon completion of ACT 401, students should be able to
  - Illustrate building systems correctly.
  - Specify suitable system components.
  - Assemble drawings into a cohesive document.
  - Analyze industry data in the production of specifications.
  - Manage information gathered for the development of contract documents.
  - Evaluate and revise documents based on student and instructor assessments.
  - Build communication skills.
  - Develop a multi-disciplinary approach to problem solving.

Instructional Strategies
- Class lectures, demonstrations, student research presentations, class discussions, and student participation will be the instructional methods used in this course. Provide student with information about how you will conduct class and the instructional strategies you will utilize.

Course Communication
- Outside of the classroom, the mode of one-to-one communication is to be through USM email, USM Blackboard, and student visits to the instructor’s office only during the available office hours. Prior to meeting with the instructor during available office hours, the student must provide written documentation of the question or concern to be discussed during the office visit. The documentation must either be emailed to the instructor prior to the office visit or hand-delivered to the instructor at the beginning of the office visit. The purpose of the documentation is to provide a log of communication between student and instructor throughout the course. The USM email address issued by the University is the only address instructors can use to discuss grades and any other class communication with students. Students are required to check USM Blackboard daily for assignments and other course information. All handouts, lecture content, syllabus, and grades will be posted here. USM Blackboard is able to track student views and lets the instructor know if students have checked not checked in.

Required Text(s) and Readings
- Not applicable.

Technology Requirements
- Students are required to have access to a computer with Internet access and particular design software. Class material, including syllabus, calendar, assignments, and other class information will all be located on Blackboard. Projects in this class shall be completed using a current version of CAD software, such as Autodesk Revit. Additional software used in this class includes Microsoft Word, and graphic design software, such as Adobe Illustrator and Adobe Photoshop.

Class Procedures and Requirements
Assignments descriptions, including an evaluation criteria rubric explaining how the assignment will be evaluated, will be given to the student prior to each assignment. Deadlines will be assigned with each assignment. Assignments must be turned in through Blackboard unless the instructor has authorized other arrangements. In-class assignments and scheduled activities may not be completed outside of scheduled class time unless the instructor grants permission. Failure to follow instructions could result in lost points and/or failure of the assignment, depending on the instructional objective and/or presentation value set forth by the instructor. Read instructions carefully and ask questions if you are unclear. Assignments that show haste and lack of care in preparation, no matter how complete, are not professional and will not receive high grades. All written assignments must be typed and printed before class begins. Grammar, spelling, punctuation, and neatness are included in the evaluation of the assignment. Assignments that are not legible and/or organized in the appropriate format will be penalized accordingly.

Class Participation Policy

- The instructor expects students to arrive on time, attend all scheduled classes and participate in course discussions. The instructor will take roll, and track student attendance. Class attendance directly relates to your course grade. A record of student absences will start with the second class meeting. Students are expected to attend all scheduled class meetings the entire semester for the duration of the scheduled time. 1 unexcused absence is permitted over the entire semester; however, this does not relieve the student of missed lecture content and assignments, which are the student’s responsibility. 3 points will be deducted from your final grade for each additional unexcused absence after the first unexcused absence has occurred. Also, being 15 minutes late to class or by leaving class early with no verified excuse, or using a notebook computer in class for non-classwork related activities, equals 1 tardy. 3 tardies equals one unexcused absence.

- All absences will be considered unexcused until valid documentation is provided to the instructor from the Office of Student-Oriented Services (OSS). To obtain an excused absence, students should submit a “Request for Excused Absence Form” found on the following website: http://www.usm.edu/student-affairs/office-student-oriented-services. Once validated, a letter of support from the OSS should be delivered to the instructor. The instructor should receive OSS excuses as soon as possible. You must submit the OSS excuse form within 1 week of the absence, otherwise the excuse will not be considered by the instructor. If a student enters class late, it is the students’ responsibility to tell the instructor, in their own handwriting, immediately after the class period is over that he/she has been in attendance. They must include the date, their name and a note stating they came in late. Otherwise, it is not guaranteed that their attendance will be recorded accurately. If excessive absences occur (for whatever reason), due date deadlines are not being met, and work quality is below average, the student may be asked to schedule an appointment with the instructor to discuss dropping the course. University drop penalties may apply.

- Students are expected to act professionally in class, as they would in the workplace. Off-topic conversations are disruptive, inconsiderate of others, and unprofessional. The instructor reserves the right to ask the student(s) to leave
class and give them a tardy for the day. Any credit for class attendance will be forfeited and points will be deducted for the absence. Security may be called if the student is verbally abusive and/or uses vulgar language toward anyone in class. In addition, the act could result in expulsion from their major and/or further actions by the University could be requested. See Student Handbook for “Prohibited Conduct”.

- Cell phones must be on silent during class time. No texting during class is permitted. Students must leave the classroom if they need to use their phone during class time. Absolutely no cell phones are allowed during exam time. If phone is heard or seen, it will be taken from the student and can be picked up at the end of class.

Evaluation Criteria

<table>
<thead>
<tr>
<th>Work Timesheets</th>
<th>5%</th>
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<tbody>
<tr>
<td>Building Code &amp; Life Safety Analysis (C)</td>
<td>15%</td>
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<tr>
<td>Accessibility Analysis</td>
<td>10%</td>
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<tr>
<td>Design Development Package</td>
<td>10%</td>
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<tr>
<td>Construction Drawings Package</td>
<td>20%</td>
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<tr>
<td>Project Manual</td>
<td>10%</td>
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<tr>
<td>Estimate</td>
<td>10%</td>
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<tr>
<td>Presentation Draft</td>
<td>5%</td>
</tr>
<tr>
<td>Presentation Final</td>
<td>15%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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</table>

*(C) denotes assignments graded as a group/class.

Grading Scale

- 90-100 A
- 80-89.99 B
- 70-79.99 C
- 60-69.99 D
- 0-59.99 F

- **Note:** Grades will not be rounded. For example, a grade of 89.99 is considered a “B”.

Late Assignments or Projects

- Late assignments will not be accepted, and should always be turned in “as is”, regardless of the completeness of the assignment. Assignments missed due to unexcused absences will not be accepted. The completeness of the assignment will be reflected in your grade. Incomplete assignments will not receive high grades; in most cases, a “C” or below. Assignments submitted late due to an excused absence must be verified by the Office of Student-Oriented Services with
a validated letter of support to the instructor. Assignments that are not submitted due to an excused absence must be checked by the instructor the first day the student returns to school or will be considered not turned in and will not be accepted. Assignment extensions will only be considered before the assignment deadline and with the validated letter of support from the Office of Student-Oriented Services.

**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.”

**Plagiarism, Cheating and/or Misrepresentation**

- Plagiarism, scholarly theft, and the use of another’s ideas without giving appropriate credit, will result in a grade of “0” for the assignment, exam, or course, and may result in further actions by the University. See the Student Handbook. Plagiarism applies to both written and design work turned in for credit by the student. The School of Construction will retain all work in question. The student must perform all outside work. If seeking the assistance of an outside tutor, (ie: CAD/Revit) do not allow your tutor to do your assignment for you as part of your instruction. If the work does not appear to be the student’s own, or if it is similar in format and design to other student work, the instructor may enforce a grade penalty.

- Cheating and/or misrepresentation will result in a grade of “0” for the project/assignment/exam or course, and may result in further actions by the University. See the Student Handbook. The School of Construction will retain all work in question. www.turnitin.com is used to verify authenticity of student research papers. It is up to the individual instructors to determine an acceptable similarity index, and if resubmissions are allowed.

**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</th>
<th>Topic</th>
<th>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building Codes</td>
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<tr>
<td>2</td>
<td>Building Codes</td>
<td>---</td>
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<tr>
<td>3</td>
<td>Life Safety</td>
<td>Work Timesheet 1</td>
<td>1/26</td>
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<td>4</td>
<td>Life Safety</td>
<td>Building Code &amp; Life Safety Analysis</td>
<td>2/4</td>
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<tr>
<td>5</td>
<td>Accessibility</td>
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</tr>
<tr>
<td>6</td>
<td>Accessibility</td>
<td>Accessibility Analysis</td>
<td>2/18</td>
</tr>
<tr>
<td>7</td>
<td>Design Development</td>
<td>Work Timesheet 2</td>
<td>2/23</td>
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<td>8</td>
<td>Design Development</td>
<td>Design Development Package</td>
<td>3/4</td>
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<tr>
<td>9</td>
<td>Construction Drawings</td>
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<tr>
<td>10</td>
<td>Construction Drawings</td>
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<tr>
<td>11</td>
<td>Construction Drawings</td>
<td>Work Timesheet 3</td>
<td>3/23</td>
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<td>12</td>
<td>Construction Drawings</td>
<td>Construction Drawings Package</td>
<td>3/30</td>
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<td>13</td>
<td>Specifications</td>
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<td>14</td>
<td>Estimate</td>
<td>Work Timesheet 4</td>
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<td>Project Manual &amp; Estimate</td>
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<td>Presentations</td>
<td>Presentation Draft</td>
<td>4/22</td>
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<td>16</td>
<td>Presentations</td>
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<td>No Lecture</td>
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<td></td>
<td></td>
<td>Work Timesheet 5</td>
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*Schedule may be revised if necessary. Students will be notified if this is the case.