The University of Southern Mississippi
College of Science and Technology - School of Construction
AEC 254 Estimating I, Sections H001 & H002, Fall 2016

COURSE SYLLABUS

Instructor
• Fan Zhang / Bobby Chain TEC Building, Office #249
• fan.zhang@usm.edu / 601-266-5682

Office Hours
• Tuesday 1-3 pm / Wednesday 1-3 pm / Monday 8-9 pm (online) / by appointment

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last day to receive 100% refund</td>
<td>8/31/2016</td>
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<tr>
<td>Last day to make an add/drop course request or withdraw from the University and receive a grade of W</td>
<td>11/4/2016</td>
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<tr>
<td>LABOR DAY HOLIDAY</td>
<td>9/5/2016</td>
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<tr>
<td>Deadline for faculty to enter interim grades</td>
<td>10/7/2016</td>
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<tr>
<td>FALL BREAK</td>
<td>10/20/2016</td>
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<tr>
<td>THANKSGIVING HOLIDAYS</td>
<td>11/23/2016</td>
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<tr>
<td>Last day of full term</td>
<td>12/9/2016</td>
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<tr>
<td>Final faculty grade submission due</td>
<td>12/19/2016</td>
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Prerequisites
• AEC 204/L Materials and Methods

Credit Hours
• 3 credit hours.

Course Description
• AEC 254. Estimating I. 3 hrs. Prerequisite(s): AEC 204/L. Material quantity survey techniques used in estimating costs of construction projects.

Course Overview
• This course is designed to provide architecture and construction students with extensive knowledge regarding quantity survey techniques used in estimating costs of construction projects, and to serve as the foundation for BCT 365 Estimating II.

Course Outcome(s)
• When students have completed this course, they should have a solid grasp of the
primary skills and knowledge of quantity take-off and scope encapsulation. Mastering quantity surveying is impossible without extensive industrial experience; however, the skills learned here are essential for creating cost estimate and construction schedules.

Student Learning Outcomes (Objectives)
• After completing this course the student should be able to:
  1. Understand how quantification defines and communicates project scope.
  2. Quantify and document three-dimensional materials represented by two-dimensional construction design drawings (Perform and display quantity surveying).
  3. Utilize the CSI MasterFormat to categorize and organize construction information.

Course Communication
Student-instructor contact will occur via the following:
• Within the Blackboard site (shell) or supplement, this includes Blackboard Collaborate and email. Discussion boards will be made available for student interaction and the instructor may answer or guide questions in such forums.
• The following email protocols are established for communication with the instructor:
  o All emails shall be sent from a USM email address.
  o All emails should have a subject which starts with “AEC254_ your subject”.
  o Please provide your instructor with 24 hours of response time, for all emails.

Required Text (s) and Readings
• *RSMeans Building Construction Cost Data*, 20xx. This text can be found at USM Bookstore, Amazon, or equivalent website. I will allow previous editions (back to 2013) to be used which can be found cheaply on the internet.
• *Walker’s Building Estimator’s Reference Book*, 30th Edition. This text can be found at USM Bookstore, Amazon, or equivalent website. I will allow previous editions (back to 28th edition) to be used which can be found cheaply on the internet.

Technology Requirements
• Hardware requirement:
  o Computer capable of running Windows Vista or Windows 7 and access to a scanner to scan and upload homework assignments if required.
• Software requirements:
  o Internet Explorer or Mozilla (Freeware)
  o Microsoft Word and Excel (License Required)
  o Adobe Reader (Freeware)
  o To be determined
Class Procedures and Requirements
• New content will be opened/delivered each week. Supplemental material outside of the text will be considered required reading.
• Please check the ‘Announcements’ at close periodic intervals. You may also want to enable messaging so that you are notified each time I make an announcement and open quizzes/exams/assignments.
• All exams and assignments will be located in separate folders in addition to the weekly folders for easy access. *Please note: exams will be timed, questions randomized with no backtracking. These features are required in lieu of proctoring.
• It is critical that you avoid procrastination in order to succeed in the course. All assignments will be given with reasonable completion times and you are encouraged to immediately begin working on them in an effort to meet deadlines. No late work will be accepted. Early submissions are welcome.

Class Participation Policy
• I have access to dates when students log-in to the Blackboard shell. If I notice that a student has not logged in or has an extended period of non-access, I am required to notify the registrar office and Non-Attendance letters will be mailed out to your SOAR home address.

Evaluation Criteria

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<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>Exams</td>
<td>40 %</td>
<td>Provided via Blackboard</td>
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<tr>
<td>Homework</td>
<td>60 %</td>
<td>Provided via Blackboard</td>
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Grading Scale
• 90 to 100 A – Excellent Work: Goes Beyond the requirements of the subject
  o Criteria: Advance understanding of the subject, thoughtful analysis of the problem, clear communication of ideas, depth of understanding in connecting theory to practice, provocative, scholarly treatment of the subject, and creative/imaginative connections or examples
• 80 to 89 B – Good Work: Fully achieves the requirements of the subject
  o Criteria: Knowledge and depth of understanding of the subject, clear communication of ideas, examines the implications of theory to practice, analysis of the problem, and implementation of solutions.
• 70 to 79 C – Average Work: Substantially completes the subject requirements
  o Criteria: Knowledge of the subject, adequately communicates ideas but lacks insight, implications drawn are limited in scope and not connected, not attempt to go beyond the minimum requirements of the subject
• 60 to 69 D – Inferior Work: Inadequate attempt in completing the requirements
  o Criteria: Limited knowledge of the subject, inadequate communication of ideas, completes less than minimum requirements of the subject.
• 0 to 59 F – Failure: Noncompliance with basic requirements of the class
  o Criteria: Blatant disregard for requirements.
Proctored Exams
- Currently, exams for this course do not have to be proctored. Each exam is unique to the student and conducted in a timed period.

Late Assignments
- 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. A verified excuse must be obtained from The Office of Student Oriented Services in RC Cook Union 221.

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.”

ADA Policy
- 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:** This is a tentative schedule and is subject to change. If changes are necessary, the new schedule information will be announced via Blackboard.

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<thead>
<tr>
<th>Week No.</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
<th>Test</th>
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<tr>
<td>1</td>
<td>8/24</td>
<td>Syllabus and overview</td>
<td>Assignment 1</td>
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<tr>
<td>2</td>
<td>8/29</td>
<td>Introduction to estimating 1</td>
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<td>8/31</td>
<td>Introduction to estimating 2</td>
<td>Assignment 2</td>
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<td>3</td>
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<td>4</td>
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<td>Site work 1</td>
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<td>5</td>
<td>9/12</td>
<td>Site work 2</td>
<td>Assignment 3</td>
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<td>9/14</td>
<td>Review/TBD</td>
<td>Exam 1</td>
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<td>Concrete 1</td>
<td>Assignment 4</td>
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<td>Concrete 2</td>
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<td>10/12</td>
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<td>10/17</td>
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<td>13</td>
<td>10/24</td>
<td>Masonry 2</td>
<td>Assignment 7</td>
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<td>10/26</td>
<td>Wood 1</td>
<td>Assignment 8</td>
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<td>10/31</td>
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<td>Exam 3</td>
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<td>Divisions 7-9</td>
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<td>Pricing</td>
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<td>Labor &amp; equipment</td>
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<td>12/5</td>
<td>Review/TBD</td>
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<td>22</td>
<td>12/7</td>
<td>Review/TBD</td>
<td>Exam 4</td>
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