COURSE SYLLABUS

Instructor
- John J Hannon / Bobby Chain Technology Building / TEC 239
- john.hannon@usm.edu / 601-266-5550

Office Hours
- Mondays/Wednesdays 10:00-12:00pm CST (in TEC Building)
- BEST by appointment at all times.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to receive 100% refund</td>
<td>8/31/2016</td>
</tr>
<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>
</tr>
<tr>
<td>LABOR DAY HOLIDAY</td>
<td>9/5/2016</td>
</tr>
<tr>
<td>Deadline for faculty to enter interim grades</td>
<td>10/7/2016</td>
</tr>
<tr>
<td>FALL BREAK</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>THANKSGIVING HOLIDAYS</td>
<td>11/23/2016</td>
</tr>
<tr>
<td>Last day of full term</td>
<td>12/9/2016</td>
</tr>
<tr>
<td>Final faculty grade submission due</td>
<td>12/19/2016</td>
</tr>
</tbody>
</table>

Prerequisites
AEC 254, Estimating I

Credit Hours
- 3 credit hours.

Course Description
Construction project cost estimation and proposal development.

Course Overview
The course is intended to prepare students for skills (application) and knowledge (theory) of cost estimating and proposal development in various stages of a facility’s life-cycle. Sources for theoretical concepts will be taken from industry best-practices, outside readings, and the instructor’s 20 year experiences as a construction cost estimator for general contractors in the public-works sector. Students will learn about the prevalent (and still emerging) design-build proposal and estimating processes while assembling cost estimates for several types of estimates, as well as a proposal and Basis of Estimate (BOE) document.
Course Learning Outcomes (CLOs)
(The set of knowledge, skills, and abilities to be attained by students upon completion of a single course.)
At the conclusion of the course, passing students should have attained the following competencies:

1. Differentiate between different types of estimates dependent upon contract stakeholder usage.
2. Differentiate between the different estimate classes and their corresponding methodologies.
3. Understand and create cost estimates based upon industry best practices.
4. Understand and create design-build proposals based upon industry best-practices.
5. Create Basis of Estimate documents.
6. Imagine a framework of collaborative behavior based upon ethical considerations.
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 professor:
  - All emails shall be sent from a USM email address.
  - All emails should have a subject which should start with “BCT365_'subject’.”
  - Please provide professor with 24 hours of response time, for all emails.

Required Text (s) and Readings
- Instructor-provided supplemental readings.

Technology Requirements
- A broadband internet connection is required to view videos, access online Project Management Information Systems (PMIS), and to consume delivery of the course in general. Please do not attempt with dial-up or low internet connection bandwidths.

Software:
- Internet Browser: It is critical that you can navigate and operate at least two browser applications and understand how to integrate Java versions with them.
- Microsoft Word and Excel: versions capable of saving files in the following formats: .doc, .docx, .xls, .xlsx.
- Estimating Software Application: Currently scheduled is GALA construction software of which minimum computer specifications are not published on the website: http://gala-construction-software.com/en
  - In general, the following is recommended:
    - Quad core processor or higher, 64-bit
    - 8 GB RAM
    - Windows 7, 8 or 10 (These operating systems are available free of charge to School of Construction students: https://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=c7051878-e69b-e011-969d-0030487d8897&vrs-badge=8&JSEnabled=1&pc=0dafd5cd-4c09-e011-bed1-0030487d8897 )

Hardware
- The Construction Engineering Technology program and The School of Construction have not to date set a minimum requirement for personal computer specifications. However, 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).

*Special Note Concerning Technical Support:
Students are expected to be able to use and maintain a personal computer, keeping it free of viruses and malware, and have the ability to troubleshoot web browser issues, such as cookies and java versions. If these are skills which you have not obtained or are not willing to obtain during the delivery of the course, I suggest that you drop and consider face-to-face delivery of the course.

Please do not rely or depend upon the instructor for technical support. For Blackboard technical support can be found at this link: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8140 and or Itech: http://www.usm.edu/itech.
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 tests and assignments will be located in separate folders in addition to the weekly folders for easy access. *Please note: quizzes and exams will be timed, questions randomized with no backtracking. These features are required in lieu of proctoring. I will attempt to establish a rhythm of opening and closing weekly quizzes (i.e. end of week opening and end of weekend closing), however you are responsible for knowing when assessments are due; this can be accomplished by checking your email and utilizing the Blackboard ‘due date’ calendar which is accessible in the most upper right corner of the Blackboard page next to your login name. Please also note that typically the exams and quizzes provide feedback for correct/incorrect answers at some time after the due date has passed, therefore make-ups are not allowed, and the assessment disappears from view in Blackboard.

Class Attendance 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 and Non-Attendance letters will be mailed out to your SOAR home address.
- Virtual Attendance: Two days per week minimum. A critical aspect contributing to student success in online courses is the facilitation of an active learning community. In order to interact and participate in ongoing and evolving dialog, post and respond to questions, contribute to the knowledge base, and remain aware of class dynamics, students must login regularly to identify opportunities for participation and be active participants whenever possible. Regardless of current assignments or activities, every student MUST login to the course a minimum of two (2) separate days each academic week (Monday-Sunday), with the exception of the first and last weeks of the semester. One login is required during the first and last week. These logins should be utilized as an opportunity to check announcements and threads in the Virtual Classroom or other forums for valuable information and opportunities to contribute. A prudent student may well find themselves checking into the course on a daily basis. The courseware automatically tracks all student access. Logins are automatically logged by the courseware; however, the duration of time spent connected, as recorded by the courseware, is irrelevant and not factored into this grade. This requirement will be counted as 1 assignment and graded as follows: 14weeks x 2 req logins + 2weeks x 1req login = 30 req logins / actual logins = %. Check-ins in excess of two in a week cannot be “banked” or “rolled over” to following weeks. Likewise, missed check-in opportunities cannot be “made up” in following weeks.
- Absences: There is no "excused absence" recognized in this course. If a student does not complete the required weekly check-in, they are considered absent for purposes of counting attendance, regardless of reason.

Evaluation Criteria

<table>
<thead>
<tr>
<th>Measure</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 ea.)</td>
<td>30</td>
</tr>
<tr>
<td>Assign CL-5</td>
<td>5</td>
</tr>
<tr>
<td>Assign CL-3</td>
<td>10</td>
</tr>
<tr>
<td>Assign CL-2</td>
<td>15</td>
</tr>
<tr>
<td>Assign CL-1</td>
<td>20</td>
</tr>
<tr>
<td>Basis of Est</td>
<td>20</td>
</tr>
</tbody>
</table>

Grading Scale

90-100 A
80-89  B
70-79  C  (a ‘C’ or higher is required for credit towards degree)
60-69  D
0-60   F
The instructor maintains the official gradebook and calculates grades externally from the courseware. The BlackBoard 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 BlackBoard 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 BlackBoard gradebook may not accurately reflect actual course performance. I will attempt however to keep the BlackBoard gradebook as accurate as possible so that you can track your grade status in the course as closely as possible.

Late Assignments or Projects
• Late work will not be accepted without documentation of extreme circumstances such as death and illness. When such occurs, arrangements will be made for alternative credit.

Academic Honesty
Honesty in a course delivered online without proctoring is essential for student equity and program effectiveness. Therefore, I wholeheartedly embrace the university’s policy as stated in the Undergraduate Bulletin (Catalog):

“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 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.

American Council of Construction Education (ACCE) Student Learning Outcomes (SLOs):
1  Create written communications appropriate to the construction discipline.
4  Create construction project cost estimates.
6  Analyze professional decisions based on ethical principles.
12 Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.

ETAC-ABET Criterion 3, General Criterion Student Outcomes:
a. an ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities;
g. an ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature;
i. an understanding of and a commitment to address professional and ethical responsibilities including a respect for diversity;

k. a commitment to quality, timeliness, and continuous improvement.

ETAC-ABET Program Criteria for Construction Engineering Technology:

b. estimate costs, estimate quantities, and evaluate materials for construction projects;

e. produce and utilize design, construction, and operations documents;

f. perform economic analyses and cost estimates related to design, construction, and maintenance of systems associated with construction engineering;

g. select appropriate construction materials and practices;

h. apply appropriate principles of construction management, law, and ethics, and;