COURSE SYLLABUS

Instructor
- Sandeep Langar, Ph.D., LEED AP BD+C
- 118 College Drive, Hattiesburg, MS 39406
- TEC 245 (Bobby Chain Technology Center)
- Sandeep.Langar@usm.edu
- Phone: US-540-808-5281

Office Hours
- Tuesday and Thursday- 1:00 PM – 3:00 PM, and 6:30 PM-7:30 PM
- Wednesday- 9:00 AM- 1:00 PM or schedule an appointment.

Drop Date
August 27th is the last day to drop full-term classes and receive 100% financial credit. (The information can be accessed at: http://www.usm.edu/registrar/fall-2014-full-term-academic-calendar)

Prerequisite
The student should have the approval from the professor for record

Credit Hours
3 hours

Course Description
The course enables students to understand various functions associated with managing and operating a construction company.
Course Overview
The course presents concepts which are critical towards starting and managing a construction company, and includes techniques which can be utilized in the current market scenario. Furthermore, certain topics will be introduced in this course, which subsequently will be taught to the students in-depth, during the rest of the undergraduate curriculum.

Course Outcomes
The major outcomes for the course are:
1. Provide an insight into company management.
2. Introduce business ownership, company organization, construction contracts, bidding, insurance, bonds, accounting, scheduling, labor laws, managing construction equipment, and adopting safety at an organizational level.

**Student Learning Outcomes**

Upon completion of this course the students shall be able to:
1. Understand the importance of roles that people play within a construction company.
2. Become familiar with construction industry, associated stakeholders, and the relationship shared between the major stakeholders.
3. Realize various types of business ownership.
4. Understand organizational structure of a company.
5. Generate an understanding for bidding, cost estimating, and scheduling.
6. Develop an understanding for construction contracts, and construction scope document.
7. Investigate details of construction insurance, bonds, and cash flow.
8. Realize the importance of adopting safety at an organizational level and identify the industry standards.

**Instructional Strategies**

The course aims toward establishing critical thinking and intellectual engagement among the participants. In order to achieve these results, in-class discussions, supplemental readings, class slides, and class participation will be the main methods used.

**Course Communication**

The following protocols are established for communication with the professor and *any email not complying with the following protocols shall not be responded to*:

1) All emails shall be sent from a USM email address.
2) All emails should have a subject which should start with “**BCT 374: Subject.**”
3) Please provide professor with 72 hours of response time, for all emails.
4) If you do not receive any response from the professor after the first 72 hours, the student will send a reminder to the professor.

Professor realizes that things happen in real life and is more than willing to work with the students. It is the responsibility of the students to report any event that impacts their performance for the course by informing the professor via email. In addition, professor also recommends that students make use of academic resources available on campus to complete the assignments. The information pertaining to the available academic resources can be accessed at: [http://www.usm.edu/arts-letters/now/student-resources/academic-resources.html](http://www.usm.edu/arts-letters/now/student-resources/academic-resources.html)

**Required Text(s) and Readings**

• Additional supplementary readings shall be posted on blackboard and students shall be notified.
Technology Requirements

The major requirement for this course is proficiency in Microsoft Office Suite (Microsoft Office Word, Microsoft Office PowerPoint, and Microsoft Office Excel).

Class Procedures and Requirements

1. The class will be taught through a series of in-class lectures. Supplementary reading material shall be posted on the blackboard to help students gain an enhanced understanding of the topics taught. It is highly recommended that students review the supplementary materials and class slides and schedule an appointment when in doubt.
2. No grade changes are allowed in the course, unless there is an error on the part of the professor. It is the duty of the students to clarify the aims and objectives of the assignment by meeting with the professor in advance.
3. Students will be tested on their understanding of the course by means of four quizzes, and they shall cover all the material that has been taught until then. It is the responsibility of the students to attend regularly and review the material up to that point.
4. Being present in the classes is the responsibility of the student. If for any reason the student cannot be present in the class, it is their responsibility to notify the professor. The professor should be notified at least one hour prior to the class. Any student missing three classes consecutively or more than 6 classes throughout the semester will automatically receive a grade drop.
5. In-class participation is highly recommended and professor expects students to actively participate. 10% of the total grade is allocated towards class participation which also includes the successful completion of Random Assessment Tests (RAT).
6. All the team assignments shall be submitted in a professional manner. Every assignment shall be submitted according to the guidelines established. No extension shall be granted. You are going to be a future construction professional and need to cultivate the attitude of a responsible bidder that follows the bid-box standard. It is highly recommended that the student keep proof of the submission.
7. The final exam shall cover all the materials which have been taught.

Evaluation Criteria

The following percentages are with respect to the overall grade

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Team Assignment # 1.1</td>
<td>15%</td>
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<tr>
<td>Team Assignment # 1.2</td>
<td>20%</td>
</tr>
<tr>
<td>BIG Software</td>
<td>15%</td>
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<tr>
<td>Class Participation</td>
<td>10%</td>
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<tr>
<td>Quiz # 1</td>
<td>5%</td>
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<tr>
<td>Quiz # 2</td>
<td>5%</td>
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<td>Quiz # 3</td>
<td>5%</td>
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<tr>
<td>Quiz # 4</td>
<td>5%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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All team assignments shall incorporate peer review, and it shall be a part of the individual assigned grade. For every team assignment, each team member will grade other members for their performance in the particular assignment.
Grading Scale

A  90-100
B  80-89
C  70-79
D  60-69
F  Less than 60

Late Assignments or Projects

No late assignment will be acceptable, without a justified and documented reason. It is the responsibility of the student to submit the assignment on-time and failure to do so can severely impact grades.

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.”

Students must email the professor, within the first week of classes, using the school email address, stating that they understand USM academic honesty policy and if they do not uphold the standards of academic honesty the professor has all right to enforce all applicable punishment.

ADA Policy

If a student has a disability that qualifies under the Americans 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 Dr. #8586, Hattiesburg, MS 3940-0001
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 Ms. Suzy Hebert at Suzanne.Hebert@usm.edu.
Note:
The professor reserves the right to change the syllabus. The class will be notified when such a scenario occurs.