Instructor: Howard Smith  
Office CMGT Building 101  
Office Phone: In class information  
Other Contact Information: In class information

Course Time & Location: - Section I  
Office Hours: - 30 mins before and half each class  
Credits: 1.0  
Email: howard.smith1@sfasu.edu

I. Course Description:

**CMGT 3114 - Residential Building Systems:** This lecture course focuses on residential structures. Utilizing the correct building materials, construction techniques, mechanical and electrical systems, different building techniques, reading and the application of construction documents and the application of residential building codes. **Prerequisite: CMGT 1105 & 1205. Co-requisite: CMGT 3214.** Minimum grade requirement of C.

**Justification:** CMGT 3114 - Residential Building Systems (Lecture) is a 1-hour credit course that meets the 1st and 3rd Friday’s from 8-9:50 a.m., culminating with a 120-minute final exam for a total of 1,000 minutes. Students complete significant readings, discussions, written assignments, quizzes, a mid-term examination and a final examination. These activities require a minimum of 3 hours of preparation time outside of the classroom each week. Lectures will be held at CMGT building 101 unless other wise directed.

Contact Hours with Instructor: Available to students on these same days, but you must contact me to make a time to meet.

The delivery modality will be face-to-face and live-stream instruction.

**Diversity Statement:** The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

In preparing students’, a foundation for success, the course goal of this course is to accomplish a knowledge base of codes, construction, and sustainability issues used in the construction industry.
Students will use the textbook and lecture notes to create an understanding of different types of building construction used in the application of building. In addition, the student will learn different components in building construction. Building construction terminology will be expanded. The lectures and presentations are presented so that students will have a better understanding of construction and how it is changing with new sustainable/green design. The content of CMGT 3114 relates to the College of Education’s Conceptual Framework and Vision, Mission, Goals, and Core Values. As with all construction management courses, concerted effort is made in CMGT 3114 to prepare students for excellence in the CMGT profession. In addition, the study of structural systems, mechanical systems, electrical systems, contract document content, building codes & zoning ordinances, and humanistic design principles in CMGT 3114 encourages the development of caring and compassionate contractors.

This course enhances student learning in the area of construction management and serves as one of the foundation courses in the Construction Management Program in the School of Human Sciences. It also aligns with the standards of the American Council for Construction Education (ACCE) to promote learning and understanding of health, safety, and welfare issues in the built environment.

<table>
<thead>
<tr>
<th>Program Learning Outcomes</th>
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<tbody>
<tr>
<td>The student shall demonstrate effective communication skills.</td>
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<td>The student will create basic construction documents.</td>
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<tr>
<td>The student will apply critical thinking and analysis to construction projects.</td>
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<tr>
<td>The students shall understand construction-related business process and concepts.</td>
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<tr>
<td>The student shall understand basic engineering principles associated with construction management.</td>
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<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
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<tbody>
<tr>
<td><strong>In defining the Learning Outcomes for Bachelor’s Degree Programs, the follow verbs consistent with Bloom’s taxonomy are used:</strong></td>
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<tr>
<td><strong>Create:</strong> At the highest level, students are producing new ideas or products that integrate the knowledge they have gained. When students are involved in creating new artifacts, they are actively engaged in the subject matter.</td>
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<tr>
<td><strong>Analyze:</strong> Students begin to develop higher order thinking. They may be asked to compare and contrast or take a concept and break it into parts to explore the relationships present.</td>
</tr>
<tr>
<td><strong>Apply:</strong> At this level, students begin to put the information they are learning into context. Here they are able to integrate ideas across multiple situations or utilize the content in a new way.</td>
</tr>
<tr>
<td><strong>Understand:</strong> At this level, students demonstrate that they understand the content by explaining, summarizing, classifying, or translating the given information.</td>
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</tbody>
</table>
Program of Construction Management Student Learning Outcomes (SLOs) are identified in the American Council for Construction Education (ACCE) Document 103 to describe the skills and knowledge students are expected to know and be able to perform at the time of graduation from the CMGT program at SFASU. The 20 SLOs demonstrate students’ ability to apply fundamental knowledge in construction management as described in ACCE Document 103. The 20 CMGT SLOs directly support the university-level SLOs. This course focuses on 6 of the SLO’s.

The definition of each SLO provides a broad categorization of the knowledge and skills graduates with a Bachelor’s of Science - Construction Management from SFASU will possess for each SLO. Upon graduating from SFASU, graduates shall be able to: Understand and apply

5. Create construction project schedules
   - Create, develop, update, revise schedules
   - Demonstrate all types of project schedules utilized on a job site

7. Analyze construction documents for planning and management of construction processes.
   - Understand the submittal process.
   - Ability to read plans and understand specifications.
   - Awareness of contract requirements and deliverables used in construction.

8. Analyze methods, materials, and equipment used in construction projects.
   - Understanding of common materials, methods, and equipment used in construction.
   - Apply appropriate means and methods for a construction project.
   - Ability to analyze and apply methods and materials to meet code requirements.

9. Understand the role of the construction manager as a member of different multi-disciplinary project teams.
   - Understand the qualifications, training and experience of various parties involved in the construction project.
   - Understand team member roles and responsibilities
   - Demonstrate a project-specific management plan

19. Understand the basic principles of structural behavior.
   - Understand basic structural systems.
   - Ability to know the fundamental properties of soils.
   - Understand the basic forces that act upon a building.

20. Understand the basic principles of mechanical, electrical and piping systems.
   - Understand and application the installation and operational aspects of MEP systems.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
Course Assignments/Activities: In-class/out-of-class assignments, exercises, and quizzes. Any of which may be announced or unannounced.

Instructional strategies may include: lectures, class discussion, field trips, and guest speakers.

Use of technology may include: BrightSpace/D2L, ZOOM sessions, assignments, exercises, exams, and quizzes.

CMGT 3114 is a BrightSpace/D2L enhanced course. Information notices will be posted on the course home page. The homepage includes icon for class assignments, links to related websites and videos, and grades. Course content is delivered via class technology, virtual lectures, discussions, assigned readings, and assignments directly relevant to the course content. Students should check the class homepage on a daily basis for notices, email, and assignments. Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date. It is highly recommended that you complete the required reading prior to attending class.

In preparing students for a foundation for success, the goal of this course is to provide a knowledge base of codes, construction, and sustainability issues used in the construction industry. Students will use the textbook and lecture notes to understand the different types of building construction used in construction. In addition, the student will learn different components used in building construction. Building construction terminology will be expanded. The lectures and presentations are presented so that student will have a better understanding of construction and how it is changing with new sustainable/green design. In addition, the student will gain the following:

- Development of an understanding of structural systems, materials, and what tools used in the application.
- Development of reading contract documents and understanding of the terminology.
- Understanding of building codes in relation to project development, including zoning, framing, electrical and mechanical

Student activities include reading plans and the application of utilizing the appropriate finishes interior and exterior that is specified in the set of plans. Students will use their skills of reading construction documents in the appropriate application of construction.

Instructional strategies involve lectures, demonstrations, Power Point presentations, audio/visual presentations, individual critiques, and written evaluations.

D2L course management, internet construction resources, and audiovisuals are the primary means of technology integration in this course.

IV. Evaluation and Assessments (Grading):

The course is graded on a letter grade basis (A-F). The grade will be percentage based and will be determined by the following grading criteria:
Professionalism/Participation & Service Learning 20% 100 - 90
Assignments 20% 89 - 80
Quizzes 20% 79 - 70
Mid-term Examination 20% 69 - 60
Final Examination 20% 59 - 0
Total 100%

Grading Procedures & Missed Work:

▪ Quizzes and exams will be graded electronically using BrightSpace/D2L. Each student should take the time to familiarize themselves with BrightSpace/D2L. Technical acuity with the BrightSpace/D2L system is required and lack of it is NOT a valid excuse for missing assignments.

▪ Students will be held accountable for any work or assignments missed in their absence. Students must assume the responsibility for viewing all lecture notes/videos, other class information, and for meeting established deadlines.

✓ Excused Absence: Students are responsible for providing the professor with satisfactory documentation for an excused absence as explained above. Such documentation may include forms verifying visits to the Student Health Service, statement from a private physician, obituary, or official University listing of excused absences. Prior notice of an impending excused absence should be made in writing and given to the professor for acknowledgement and dating.

✓ Missed Work: As per University policy, students with an excused absence will be permitted to make-up missed work for absences totaling no more than a maximum of three weeks in a long semester or one week in a summer term. Design students shall request a conference with the professor to make the necessary arrangements. Students will be held accountable for work missed in their absence and all assignments made. For all absences, the student must assume the responsibility for securing all handouts, lecture notes, and other class information, and for meeting established deadlines.

✓ Unexcused Absence: In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, quizzes, exams, or other class activities or materials. In the event that a grade is recorded on the date of an unexcused absence, a grade of "0" will be entered. Students will be held accountable for all work missed, all assignments made, and all assignment due dates established in their absence. Each student is allowed THREE unexcused absences for a MWF class in a long semester, TWO for a TR class in a long semester, and ONE for a summer/7 wk semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.
If an assignment or project is not uploaded or is saved incorrectly in BrightSpace/D2L, **50% of the assignment points will automatically be deducted.**

Technical difficulties should be approached with your classmates, then the instructor, in a reasonable time to resolve the problem before an assignment is due.

### V. Tentative Schedule: 2023

<table>
<thead>
<tr>
<th>Date:</th>
<th>Chapter:</th>
<th>Topic:</th>
<th>Assignment:</th>
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<tbody>
<tr>
<td>Week of August 28</td>
<td>Chapters 1 &amp; 2</td>
<td>Getting Started</td>
<td>- Lecture:&lt;br&gt;- Before Class:&lt;br&gt;- Purchase Textbook&lt;br&gt;- Download Microsoft Office Suite software from Microsoft 365 website.&lt;br&gt;- Review the Meet the Instructor document.&lt;br&gt;- Read the Course Introduction&lt;br&gt;- Review the Course Syllabus&lt;br&gt;- Review the Course Timeline&lt;br&gt;- Read the Guidelines for Success&lt;br&gt;- Read the Communications document.&lt;br&gt;- Read Chapter 1 The context for residential construction &amp; 2 Sustainability aspects of construction.&lt;br&gt;- During Class&lt;br&gt;- Participate in Session&lt;br&gt;- Homework&lt;br&gt;- Module 1 assignment Chapter 1 &amp; 2&lt;br&gt;- Complete the Getting Started Module&lt;br&gt;<strong>Lecture</strong> (Friday- Lecture 8-9:50; The first and third weekend of each month. (Starting Sept. 1st))&lt;br&gt;<strong>Labs:</strong> 1st and 3rd Friday’s of each month from 10:30-12:30 &amp; 1-6 p.m. and the 1st Saturday of each month from 8- 6 p.m. (Bring your lunch/ snacks and water container – water provided for labs)&lt;br&gt;- Before Class: Confirm you have your safety gear or PPE,&lt;br&gt;- During Class&lt;br&gt;- Be on time: Meet at the assigned job site, go through tool and safety training, learn where tools are stored and the appropriate duties. Sign in each time.&lt;br&gt;- Work on building pier &amp; beam foundations and reviewing site, setting footings.&lt;br&gt;- Homework: Make sure everything is in its appropriate location and provide a list of</td>
</tr>
</tbody>
</table>
| Week of September 4 | Chapter 3, & 5, 24 | Module 01: Chapter 3 Building contractors  
Chapter 05 - Wood & Heavy Timber  
Mass Timber Construction  
Wood products | **No Class**  
- Read the module content and assigned readings.  
- Homework  
- Complete and Submit Module 01: Chapter 03 - Building Construction Exercise  
- Complete and Submit Module 01: Chapter 05 - Building Construction Exercise  
- Complete Module 01  
- Complete and Submit Module 01 – Chapter 24 – Building Construction Exercise  
- No Labs |
|---------------------|---------------------|---------------------------------|
| Week of September 11 | Chapter 8 & 9 | Module 02:  
Lecture: Sept. 15  
Before Class:  
- Read the module content and assigned readings.  
- During Class  
- Participate in class lecture.  
- Homework:  
- Complete and Submit Module 02: Chapter 08 - Building Construction Exercise – Site Work  
- Complete and Submit Module 02: Chapter 09 - Building Construction Exercise - Foundations  
- Complete Module 02  
- Lecture/Lab: (Friday – Lecture 8-9:50, Labs 10:30 - 12:30 & 1-6) Sept. 15th  
- Meet on site: Abide by the Rules of setting up job site and cleaning up of site.  
Continue: work on building pier & beam foundations and reviewing site, setting footings.  
Start wall framing. |
| Week of September 18 | Chapter 10 | Module 03: Chapter 10  
Floor and Wall Framing | **No Class:**  
- Read the module content and assigned readings!  
- Homework:  
- Complete and submit Module 04: Chapter 10 - Building Construction Exercise  
- Complete and Submit Module 04: Chapter 10B - Building Construction Exercise  
- Complete Module 04  
- Lab:  
- No lab |
| Week of September 25 | 11 | Module 05: Chapter 11 – Roof Framing | **No Class**  
- Read the module content and assigned readings!  
- Homework:  
- Complete and submit Module 05: Chapter 11 - Building Construction Exercise  
- Complete Exam online  
- Complete Module 05 |
<table>
<thead>
<tr>
<th>Week of October 1</th>
<th>12</th>
<th>Module 06: Chapter 12 – Finishing the Roof</th>
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<tbody>
<tr>
<td></td>
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<td>- No lab</td>
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<tr>
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<td></td>
<td>- Lecture: Oct. 6</td>
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<td>- Before Class:</td>
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<td>- Read the module content and assigned readings!</td>
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<td>- During Class:</td>
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<td></td>
<td>- Participate in class lecture!</td>
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<td>- Homework:</td>
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<td></td>
<td></td>
<td>- Complete and submit Module 06: Chapter 12 - A Building Construction Exercise</td>
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<td>- Complete Module 06</td>
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<td>- Lecture/Lab: Meet at job site: (Friday – lecture 8-10, labs 10:30-12:30 &amp; 1-6/ Saturday 8-12 &amp; 1-6 p.m.) Oct. 6th &amp; 7th.</td>
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<td>- Before Lab: Prep and have safety gear ready.</td>
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<td>- Set up area to work: Prior to class.</td>
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<td>- During Lab: Framing of walls</td>
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<td>- Saturday: Framing roof/ installing of roof &amp; exterior siding</td>
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<tr>
<th>Week of October 8</th>
<th>13</th>
<th>Module 07: Chapter 13 Windows and Exterior Doors</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>- No Class</td>
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<tr>
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<td></td>
<td>- Read the module content and assigned readings.</td>
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<td>- Homework:</td>
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<td>- Complete and submit Module 07: Chapter 13 - Building Construction Exercise</td>
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<td>- Complete Module 07</td>
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<td></td>
<td></td>
<td>- No Lab</td>
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<tr>
<th>Week of October 15</th>
<th>14</th>
<th>Module 08: Chapter 14 – Finishing the Exterior Walls</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>- Lecture: Oct. 20th</td>
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<td></td>
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<td>- Before Class:</td>
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<tr>
<td></td>
<td></td>
<td>- Read the module content and assigned readings</td>
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<td></td>
<td></td>
<td>- During Class</td>
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<tr>
<td></td>
<td></td>
<td>- Participate in class lecture</td>
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<td></td>
<td></td>
<td>- Homework</td>
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<tr>
<td></td>
<td></td>
<td>- Complete and submit Module 08: Chapter 14 - Building Construction Exercise</td>
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<td>- Complete Module 08</td>
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<td></td>
<td>- Mid-term online</td>
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<td>- Lab: (Friday –Lecture 8-9:50, Labs 10:30-12:30 &amp; 1-6) Oct. 20th</td>
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<td></td>
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<td>- Before Lab: Prep and have safety gear ready.</td>
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<td>- Set up area to work: Prior to class.</td>
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<td>- Framing of roof – ridges and trusses. Install Metal roof, begin wiring.</td>
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<tr>
<th>Week of October 22</th>
<th>15</th>
<th>Module 09: Plumbing</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>- No Class:</td>
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<tr>
<td></td>
<td></td>
<td>- Read the module content and assigned readings.</td>
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<td></td>
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<td>- Homework:</td>
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<td></td>
<td></td>
<td>- Complete and submit Module 09: Chapter 15 - Building Construction Exercise</td>
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<td></td>
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<td>- Complete Module 09</td>
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<td></td>
<td>- No lab</td>
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<tr>
<td>Week of Oct. 30 &amp; Nov.</td>
<td>16</td>
<td>Module 10: Chapter 16 - Designing the Building Enclosure</td>
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</table>
|                       |    | ▪ Lecture: Nov. 3  
                             Before Class:  
                             ▪ Read the module content and assigned readings  
                             During Class:  
                             ▪ Participate in class lecture  
                             Homework:  
                             ▪ Complete and submit Module 10: Chapter 16 - Building Construction Exercise  
                             ▪ Complete and Submit Module 10: Chapter 16 – Quiz  
                             ▪ Complete Module 10  
                             ▪ Lecture/Lab: Nov. 3rd & 4th (Friday – Lecture 8-9:50: Labs 10:30-12:30 & 1-5 / Saturday 8-12 & 1-5 p.m.)  
                             ▪ Prior to class: Prep and have safety gear ready.  
                             ▪ Set up area to work: Prior to class.  
                             ▪ Set up area to work: Application of exterior materials, electrical & insulation |

| Week of November 6   | 17 & 18 | Module 11: Chapter 17 – Fireplaces and Stoves  
                             Chapter 18 Electrical Wiring  
                             No Class:  
                             ▪ Read the module content and assigned readings.  
                             During Class:  
                             ▪ Participate in class lecture.  
                             Homework:  
                             ▪ Complete and submit Module 11: Chapter 17 & 18Building Construction Exercise  
                             ▪ Complete Module 11  
                             ▪ No Labs |

| Week of November 13  | 19 | Module 12: Chapter 19 Thermal Insulation  
                             Chapter 20 Interior Surfaces  
                             ▪ Lecture Nov. 17th  
                             Before Class:  
                             ▪ Read the module content and assigned readings.  
                             During class:  
                             ▪ Participate in class lecture.  
                             Homework:  
                             ▪ Complete and submit Module 12: Chapter 19 - Building Construction Exercise  
                             ▪ Complete and Submit Module 12: Chapter 20 - Building Construction Exercise  
                             ▪ Complete Module 12  
                             ▪ Lecture/Lab: (Friday– Lecture 8-9:50, Labs 10:30-12:30 & 1-6 p.m.) Nov. 17  
                             ▪ Prior to class: Prep and have safety gear ready.  
                             ▪ Set up area to work: Prior to class.  
                             ▪ Interior finishes & Porches |

| Thanksgiving Break (Week 14): November 18 - November 26, 2023 |

| Week of November 27 | 23 | Module 13: Chapter 23 - Panelized and  
                             ▪ Lecture: Dec. 1  
                             Before Class:  
                             ▪ Read the module content and assigned readings.  
                             During class:  
                             ▪ Participate in class lecture.  
                             Homework:  
                             ▪ Complete and submit Module 13: Chapter 23 - Panelized and |

August 23
Prefabricated Construction

- Read the module content and assigned readings
  During Class:
- Participate in Class lecture
- Complete and Submit Module 13: Chapter 23 - Building Construction Exercise
- Complete Module 13
- Lab: (Friday – Lecture 8-9:50-, Labs 10:30-12:30 & 11-6 / Saturday 8-12 & 1-5 p.m.) Dec. 1st & 2nd
- Prior to class: Prep and have safety gear ready.
- Set up area to work: Prior to class.
  During Class: Finalize trimming of exterior and interiors wire lighting fixtures, complete porches

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<thead>
<tr>
<th>Week of December 6</th>
<th>24</th>
<th>Module 14 Chapter 27 – Low-Tech, Low Energy</th>
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<tbody>
<tr>
<td></td>
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<td>Lecture:</td>
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<td>Lab: Preview of homes built/ Open House at Village Nac Saturday, Dec. 9th from 10 a.m. – 12 noon for parents, friends and community</td>
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<tr>
<th>Week of December 11</th>
<th>Final Exam Week</th>
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<td>Final Exam online</td>
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This schedule subject to change in order to facilitate class learning outcomes and objectives.

VI. Readings:

Required:

Referenced:

Paul Rosenberg titles available from DeWalt online (Pocket Ref, recommend) Construction, Building, electrical, HVAC, Lighting & Maintenance and Plumbing these are not required but they will be used in your field and are very helpful.

VII. Course Evaluations:

The importance of completing the course evaluations is to improve faculty planning and instruction and course and program improvement to maintain ACCE accreditation. This is an opportunity for you to express what the faulty member can: start doing, stop doing, or continue doing in this course. This is not an opportunity to bash the instructor as this type of feedback is not helpful in improving course planning and instruction. The course evaluations are reviewed by the Director.
of the department and used when making decisions on faculty tenure, promotion, pay, and retention.

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses (the teaching itself and the content/assignments) taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty (full-time and part-time) annual evaluation processes, tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments is expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability-related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to: http://www.sfasu.edu/disabilities/.


**Student Academic Dishonesty: Policy 4.1**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

**Plagiarism** is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or;
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**

Penalties may include but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**

Upon the request from student to the instructor of record and at the discretion of the instructor of record with the approval of the academic unit head, a grade of WH may be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Student Code of Conduct: Policy 10.4**
Disorderly conduct including but not limited to: (a) disruption or interference of Students, faculty, administration, staff, the educational mission, or routine operations of the University. (b) Commercial solicitation on campus or with university resources without prior approval from University officials. (c) Failure to comply with a reasonable and lawful request or directive of University Officials. (d) Facilitation of Student misconduct including but not limited to assisting, conspiring, soliciting, or encouraging others to engage in conduct which violates the Student Code of Conduct.

The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

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SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another
person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Change Professional Dress Policy to
Dress Policy
Safety is the number one concern of the CMGT program. You are required to wear steel toed shoes, safety glasses, Hard hat, and ear plugs when working with certain pieces of equipment. T-shirts are appropriate but do not wear loose fitted clothes to be caught on equipment

On-campus Resources:
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
https://www.sfasu.edu/humanservices/clinics-labs/counseling-clinic
Human Services Room 202
936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

IX. Other Relevant Course Information:

The Syllabus
Students must read and adhere to the policies of the course syllabus. The syllabus states objectives, requirements, supplies, and grading criteria for each course.

Mental Health
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student's mental health and wellness. Many of these resources are free, and all of them are confidential.

Student Grievance Procedures
If you have a concern about a course, you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure of the SFA Student
Handbook. If you do not resolve your concern, you should then meet with the Coordinator of the Program. If more assistance is needed you should then meet with the Director of Human Sciences. If you still have not resolved your concern you may file a formal Grade Appeal to the Faculty Grade Appeal Committee as stated in the SFA Student Handbook. For problems other than grade issues, speak with the professor of the course first, Program Coordinator second, and the School Director.

Professional Dress Policy
There are times throughout the Interior Design program when students are required to wear “professional dress.” This attire might be needed to present a project, to visit a showroom or to interview for an internship. Building a professional wardrobe can be an expensive challenge; therefore, a student may begin with a basic suit (three pieces) and add one or two items to the wardrobe each semester. This will provide you with adequate professional clothing throughout the program and give you a wardrobe for your internship and first job.

Final Exam Policy
Final exam date and time are established by the university and are not to be changed by the faculty. Students may not ask to change the final exam date or time without having a legitimate reason. If this is the case, then the student must submit a letter to the School Director which then must be approved by all HMS faculty before a date change will occur.

Service Learning
Students are required to document 6 hours of service-learning hours that is preferred related to their major. The form is located in a module in bright-space. The six hours is for the entire semester and can be used in each course for the documented 60 points. Hours must be completed before the final exam week. You must fill out the form, have the service sign, document with a picture of the service and a small written summary of what you did.