Syllabus
CMGT 3346 620
Cost Estimating I
Fall 2023

Instructor: Tom Kommer, JD, SHRM-SCP

Course Delivery Method: On-Line Synchronous
Course Meeting Days: Monday’s
Course Meeting Time: 6:00 p.m. – 8:30 p.m.
Course Location: Zoom

Office Location: On-line
Office Hours: Monday 8:30 to 9:30 or by appointment
Office Phone: 818-535-8001
Email:

I will be available to answer emails within 24 hours of receipt. If you would prefer to visit via ZOOM, please email 24 hours in advance to make arrangements. I would prefer you to use BrightSpace/D2L to send emails related to the course. If BrightSpace/D2L is unavailable, send email to Thomas.Kommer@sfasu.edu and include “CMGT 3346 - Assignment xx” somewhere in the subject line. Please Note: The syllabus may change at the discretion of the instructor. Notification of changes will be made through BrightSpace/D2L.

Course Information

I. Course Description:

CMGT 3346 - Cost Estimating I: Fundamentals of estimating construction materials and labor costs in construction. This course provides an introduction to the fundamental concepts, principles, and practices in estimating as an introductory course in construction management. This course specifically introduces the students to commonly used methods of predicting costs of materials, equipment, and labor for selected construction operations. Prerequisite: CMGT 3114 & CMGT 3214.

Justification: CMGT 3346 - Cost Estimating I is a 3-credit course. This lecture course typically will be taught two days a week for 150 minutes for 15 weeks. Research assignments, readings, daily exercises and preliminary check points of major project are required. Students are required to have a laptop and utilize cost estimating software. These activities require a minimum of 6 hours of preparation time outside of the classroom each week.
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:

The College of Education’s mission is to prepare competent, successful, caring and enthusiastic professional dedicated to responsible service, leadership and continued Professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:

- Academic excellence through critical, reflective and creative thinking
- Life-long learning
- Collaborative and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence and ethical behavior, and
- Service that enriches the community in preparing students a foundation for success, the course goal is to accomplish a knowledgeable base of construction and sustainability/green issues faced with today in the interior design industry.

The content of CMGT 3346 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 3346 to prepare students for excellence in the construction industry. In particular, CMGT 3346 equips students with methods to estimate construction projects using commonly known methods of cost estimating construction materials, equipment, and labor for selected construction operations, to attract employment and to educate the public on the contributions possible through conscientious construction management practices.

<table>
<thead>
<tr>
<th>Program Learning Outcomes</th>
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<tbody>
<tr>
<td>Students will be able to reflect, demonstrate, and be aware of professional dispositions relative to their chosen profession.</td>
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<tr>
<td>Students will have a clear understanding of the professional behavior required for their discipline.</td>
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<tr>
<td>Students will demonstrate competence in their specific discipline through work samples required for that discipline.</td>
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<tr>
<td>Students will be able to demonstrate strong communication skills, a professional image, a good work ethic, and the ability to be prepared for their jobs.</td>
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<tr>
<td>Students will demonstrate satisfaction with their experience in the School of Human Sciences.</td>
</tr>
<tr>
<td>Graduates will be able to pursue professional interior design/merchandising/construction management goals successfully.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrate an understanding of construction projects and the bidding process by:</td>
</tr>
<tr>
<td>A. Identify the different types of construction projects.</td>
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</table>
B. Differentiating the characteristics of different construction projects.
C. Defining the bidding process.
D. Explaining the procedures involved in the bidding process.
E. Explaining the different bidding methods.

2. **Demonstrate the ability to interpret construction plans and specifications in construction documents by:**
   A. Distinguishing between construction plans and specifications.
   B. Explaining the importance of construction plans and specifications.
   C. Explaining the relationship of the construction plans and specifications.
   D. Identifying the direct cost and indirect cost of a construction project.

3. **Demonstrate an understanding of the different types of estimates by:**
   A. Defining estimating, estimator, and estimate.
   B. Differentiating the different types of estimates.
   C. Explaining the uses of the different types of estimates.
   D. Comparing the degree of accuracy of each type of estimate.

4. **Demonstrate an understanding of determining unit of measurements in estimating by:**
   A. Identifying the different units of measurements in estimating.
   B. Applying the appropriate units to the different measurements involved in estimating.
   C. Choosing the appropriate unit to be applied for each type of estimate.

5. **Demonstrate the ability to perform quantity takeoff for earthwork and site works by:**
   A. Explaining the different factors that affect quantification of site works.
   B. Differentiating the two methods of quantifying earthworks.
   C. Applying the formula for determining volume of soil excavation.
   D. Performing quantifying earth volumes using different methods in a real world construction project.

6. **Demonstrate an understanding of the different methods of determining labor and equipment costs by:**
   A. Explaining how labor estimates are a direct correlation of the material takeoff.
   B. Determining labor work hours based on productivity rates.
   C. Differentiating the direct and indirect cost of equipment.

7. **Perform quantification of the amount of concrete and reinforcement used for foundation walls, and other structural members by:**
   A. Identifying the unit of measurement used in concrete.
   B. Applying the formula for determining volume and concrete.
   C. Quantifying reinforcement needed for foundation, walls, slabs, columns, and beams.
   D. Applying the principles learned to quantify concrete in a real world construction project.

8. **Perform quantification of masonry units and related accessories for masonry construction by:**
   A. Identifying the unit of measurement used in masonry.
   B. Applying the formula for determining quantity of masonry.
C. Applying the principles learned to quantify concrete in a real world construction project.

9. Demonstrate an understanding of wood, timber, and lumber and quantification of wood materials by:
   
   **A.** Differentiating wood, timber, and lumber.
   
   **B.** Quantifying the amount of lumber in foot board measure for studs, joists, rafters, and other structural members.
   
   **C.** Identifying woods that are considered softwoods and hardwoods.
   
   **D.** Quantifying lumber materials used in an actual construction project.

10. Perform quantifications of roof shingles, thermal protections, and finishes by:

   **A.** Identifying the unit of measurements used for roof materials, thermal protection, and finishes.
   
   **B.** Distinguishing the different types of shingles.
   
   **C.** Identifying the different materials used in dry and wet wall construction.
   
   **D.** Explaining the importance of roof underlayment and ice dam protection.
   
   **E.** Performing calculations to estimate roof materials, thermal protection, and finishes.

11. Demonstrate an understanding of the various items under the general condition section of the specifications by:

   **A.** Explaining information to the general condition section of the estimates.
   
   **B.** Identifying the different items included in this section.
   
   **C.** Identifying the method used to quantify the different items.

12. Demonstrate an understanding of quantifying sustainable construction materials by:

   **A.** Performing cost comparison between traditional construction materials and green building materials.
   
   **B.** Evaluating cost implications of green building.
   
   **C.** Identifying factors that contribute to soft cost, capital cost, and initial investment in green building.
   
   **D.** Estimating cost of waste removal and recycling related to sustainable construction.

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III. Course Assignments, Activities, Instructional Strategies, use of Technology:

**Course Assignments/Activities:** In-class/out-of-class assignments, exercises, quizzes, projects and presentation. Any of which may be announced or unannounced.

Instructional strategies involve lecture, demonstration, slide/PowerPoint presentation, audio/visual presentation, and written evaluation.

**Instructional strategies may include:** virtual lectures, class discussion, field trips, and video/podcasts/CD.

**Use of technology may include:** BrightSpace and ZOOM, internet assignments/activities/research. CMGT 3346 is a BrightSpace enhanced course. Information notices will be posted on the course home page. The homepage includes icons 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.*

IV. Evaluation and Assessments (Tentative Grading):

The course is graded on a letter grade basis (A-F). The grade will be points based and will be determined by the following grading criteria:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>120</td>
<td>Reading Quizzes (Pre-Lecture) 12 each @ 10 points</td>
</tr>
<tr>
<td>200</td>
<td>Exam # 1 – Mid-Term</td>
</tr>
<tr>
<td>200</td>
<td>Exam # 2 – Final (NOT cumulative)</td>
</tr>
<tr>
<td>300</td>
<td>Assignments 15 each @ 20 points</td>
</tr>
<tr>
<td>100</td>
<td>Class Participation</td>
</tr>
<tr>
<td>80</td>
<td>Study Guides</td>
</tr>
<tr>
<td>1000</td>
<td>Total Points Possible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quizzes</th>
<th>12%</th>
<th>100 - 90</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>20%</td>
<td>89 - 80</td>
<td>B</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
<td>79 - 70</td>
<td>C</td>
</tr>
<tr>
<td>Assignments</td>
<td>30%</td>
<td>69 - 60</td>
<td>D</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
<td>59 - 0</td>
<td>F</td>
</tr>
<tr>
<td>Study Guides</td>
<td>8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</table>

**Grading Procedures & Missed Work:**

- Quizzes, assignments, projects, and discussions 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 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.

- **No late work will be accepted without a University Excused Absence.** Late work with an excused absence must be turned in within a time period as negotiated with the instructor for no points being taken off. *After this time, 50% of the points will automatically be deducted.*
- 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. Schedule: (subject to updates)**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Chapter(s):</th>
<th>Topic:</th>
<th>Assignment:</th>
</tr>
</thead>
</table>
| Week of Aug. 28 | -           | Getting Started         | ▪ Purchase Textbook  
▪ Review the Course Syllabus  
▪ Review the Course Timeline |
| Week of Sept. 4 | 1           | Module 01               | ▪ Read the module content and assigned reading assignments  
▪ Complete In-Class Group Quiz  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 01 Assignments by September 8, 11:59pm |
|              | 2           |                         | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 01 - Quiz 02, by September 11, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 02 Assignments by September 15, 11:59pm |
| Week of Sept. 11 | 3           | Module 02               | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 02 - Quiz 03, by September 18, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 03 Assignments by September 22, 11:59pm |
|              | 4           |                         | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 03 - Quiz 03, by September 18, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 03 Assignments by September 22, 11:59pm |
|              | 21          |                         | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 03 - Quiz 03, by September 18, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 03 Assignments by September 22, 11:59pm |
| Week of Sept. 18 | 5           | Module 03               | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 03 - Quiz 03, by September 18, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 03 Assignments by September 22, 11:59pm |
|              | 6           |                         | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 03 - Quiz 03, by September 18, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 03 Assignments by September 22, 11:59pm |
| Week of Sept. 25 | 7           | Module 04               | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 04 - Quiz 04, by September 25, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 04 Assignments by September 29, 11:59pm |
|              | 8           |                         | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 04 - Quiz 04, by September 25, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 04 Assignments by September 29, 11:59pm |
|              | 9           |                         | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 04 - Quiz 04, by September 25, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 04 Assignments by September 29, 11:59pm |
| Week of Oct. 2 | 10 | **Module 05** Excavation | - Read the module content and assigned reading assignments  
- Complete and submit Module 05 - Quiz 05, by October 2, 4:00pm  
- Participate in ZOOM Sessions  
- Complete and Submit Module 05 Assignments by October 6, 11:59pm |
|---|---|---|---|
| Week of Oct. 9 | 11 | **Module 06** Concrete | - Read the module content and assigned reading assignments  
- Complete and submit Module 06 - Quiz 06, by October 9, 4:00pm  
- Participate in ZOOM Sessions  
- Complete and Submit Module 06 Assignments by October 13, 11:59pm |
| Week of Oct. 16 | 12 | **Module 07** Masonry  
**Midterm** | - Read the module content and assigned reading assignments  
- Complete and submit Module 07 - Quiz 07, by October 16, 4:00pm  
- Participate in ZOOM Sessions  
- Complete and Submit Module 07 Assignments by October 20, 11:59pm  
- Complete and submit the mid-term examination by October 22, 11:59pm |
| Week of Oct. 23 | 13  
14 | **Module 08** Metals  
**Wood** | - Read the module content and assigned reading assignments  
- Complete and submit Module 08 - Quiz 08, by October 23, 4:00pm  
- Participate in ZOOM Sessions  
- Complete and Submit Module 08 Assignments by October 27, 11:59pm |
| Week of Oct. 30 | 15 | **Module 09** Thermal & Moisture Protection | - Read the module content and assigned reading assignments  
- Complete and submit Module 09 - Quiz 09, by October 30, 4:00pm  
- Participate in ZOOM Sessions  
- Complete and Submit Module 09 Assignments by November 3, 11:59pm |
| Week of Nov. 6 | 16 | **Module 10** Doors & Windows | - Read the module content and assigned reading assignments  
- Complete and submit Module 10 - Quiz 10, by November 6, 4:00pm  
- Participate in ZOOM Sessions  
- Complete and Submit Module 10 Assignments by November 10, 11:59pm |
| Week of Nov. 13 | Module 11 Finishes | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 11 - Quiz 11, by November 13, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 11 Assignments by November 17, 11:59pm |
| Thanksgiving Break: November 20 - November 24, 2022 |
| Week of Nov. 27 | Module 12  
- Electrical  
- Plumbing  
- HVAC | ▪ Read the module content and assigned reading assignments  
▪ Complete and submit Module 12 - Quiz 12, by November 27, 4:00pm  
▪ Participate in ZOOM Sessions  
▪ Complete and Submit Module 12 Assignments by December 1, 11:59pm |
| Week of Dec. 4 | Course Review | ▪ Participate in ZOOM Sessions |
| Week of Dec. 11 | Final Examination Week | ▪ Complete and submit Final Examination by December 11, 8:30pm |

This schedule subject to change in order to facilitate class learning outcomes and objectives.

VI. **Readings (Required):**


VII. **Course Evaluations:**

The importance of completing the course evaluations is to improve faculty planning and instruction and course and program improvement to maintain CIDA 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.

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: Found at: [https://www.sfasu.edu/policies](https://www.sfasu.edu/policies)

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/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Academic Integrity (4.1)**

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.

**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)

**Student Conduct**
[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 résumé; 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.

**Withheld Grades: Policy 5.5**

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within 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., Active Military Service (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.

**Student Code of Conduct: Policy 10.4**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. 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 iCare: Early Alert Program at SFA. Information regarding the iCare program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.
Mental Health
SFASU values students’ mental health and the role it plays in academic and overall student success. SFASU 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.

On-campus Resources:
SFASU Counseling Services • www.sfasu.edu/counselingservices
Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

SFASU Human Services Counseling Clinic • www.sfasu.edu/humanservices/139.asp
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

Additional Information:

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.

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/Interior Merchandising 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.