Oklahoma State University Institute of Technology Face-to-Face Common Syllabus

Summer 2017

CNS 1303 Estimating I

Quantity take-off with emphasis on excavation, concrete, masonry, structural steel, rough carpentry. H.M./wood doors with hardware and miscellaneous specialty items are studied.

Type of course: *Theory/Lab*.

Credit Hours: 3; Total hours of theory per semester: 30; Total hours of lab per semester: 45.

Class length - 1st half.

Class days and times: MTWRF 7:30-9:25

Prerequisites: MATH 1513, CNS 1113, CNS 1263

Instructor Name: Darren Woodard **Instructor Phone:** (918) 293-4738

Office: Bldg. 523 Room #105 Instructor email:

darren.woodard@okstate.edu

Contact: My preferred method of contact is e-mail. Please allow 24-48 hours to return your

correspondence during the normal work week.

Instructor's Office Hours: *Posted on Instructor's office door.*

Schools Name: Construction Technologies School's Main Phone: 918-293-4742

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: Walkers Building Estimators Reference Books, ISBN #978-0-911592-30-6
References: Estimating in Building Construction 6th Edition, Frank R. Dagostino
Materials: Scientific Calculator, 3 Ring Binder, Flash Drive, Hi-lighters (several

colors), Architect and Engineer Scale Rulers, Colored Erasable Pencils,

Pencil, and eraser.

Uniform/Tools:NoneEstimated Cost for Materials:\$ 175.00Estimated Cost for Uniform/Tools:N.A.

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Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Demonstrate the ability to do calculations	Homework, Lab Exercises, Quizzes, Tests,
required for construction estimating	and class participation.
Demonstrate the ability to use electronic	Homework, Lab Exercises, Quizzes, Tests,
spreadsheets	and class participation.
Execute basic quantity surveys with 95%	Portfolio examples of –
accuracy for the following work categories:	Homework, Lab Exercises, Quizzes, Tests,
Concrete	and class participation.
Masonry	
Metals	
Woods	
Doors & Windows	
Excavation	
Demonstrate the ability to Plan & Organize a	Homework, Lab Exercises, Quizzes, Tests,
quantity survey for construction.	and class participation.

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

(Please asterisk the assignment above if utilized for the assessment assignment.)

COURSE ACTIVITIES

In this course students will:

(Please list the specific activities in the course)

- Participate in class discussions and activities.
- ➤ View videos that depict the various concepts.
- ➤ Compile a portfolio of work produced.
- > Take examinations.
- > Complete reading assignments.
- ➤ May be required to do quizzes.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS: (NOTE-Please indicate the course specific evaluations.)

Class Participation	25%
Projects	
Final Exam	25%

OSUIT Grading Scale

A = 90% - 100%

B = 80% - 89%

C = 70%-79%

D = 60% - 69%

F = 59% & below

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Total	100%

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

All out-of-class assignments are due at the beginning of class on the due date. Late work will NOT be accepted except in emergency situations such as death of a family member, severe illness, etc. Documentation of exception will be required.

TESTING

Refer to "Academic Dishonesty" section of this document

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations

are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call <u>918.293.4855</u> for more information or fax documentation to <u>918.293.4853</u>.

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

ATTENDANCE POLICY FOR FACE-TO-FACE COURSES

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses. **Definitions:** Absent: Failing to attend all or a significant portion of a class or lab session.

- A. Students may not be marked as absent if missing class for situations such as, but not limited to
 - 1. participating in a required university activity such as a field trip;
 - 2. fulfilling a military obligation;
 - 3. a mandatory court appearance;
 - 4. death in the immediate family;
 - 5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.
- B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

Procedures:

Early Intervention

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student <u>must</u> meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences

A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused,

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and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.

- B. Students should be aware any of the following may impact their financial aid:
 - 1. being administratively withdrawn from a course
 - 2. dropping a course
 - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

Course Schedule			
Course Outline Schedule	Topic	Assignment	Due Date
Day 4/Week 1	Syllabus/Introduction and review	N.A.	
Day 5/Week 1	Introductions, Syllabus, Activities, Expectations and Start Chapter 1	Take notes	
Day 1/Week 2	An Introduction to Construction Estimating, Chapter 1		
Day 2/Week 2	The Project Manual (Specs) Chapter 1		
Day 3/Week 2	The Estimate Chapter 1		
Day 4/Week 2	Concrete		
Day 5/Week 2	Concrete Take Off	Perform Concrete Take Off	5/19/2017
Day 1/Week 3	Concrete Take Off Continued		
Day 2/Week 3	Concrete Take Off Continued		
Day 3/Week 3	Concrete Take Off Continued		
Day 4/Week 3	Concrete Take Off Continued		
Day 5/Week 3	Concrete Take Off Continued		
Day 1/Week 4	Masonry		
Day 2/Week 4	Masonry Take Off	Masonry Take Off	5/30/2017
Day 3/Week 4	Masonry Take Off Continued		
Day 4/Week 4	Concrete Take Off Continued		

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Day 5/Week 4	Concrete Take Off Continued		
Day 1/Week 5	Concrete Take Off Continued	N.A.	
Day 2/Week 5	Concrete Take Off Continued		
Day 3/Week 5	Site Work		
Day 4/Week 5	Site Work Take Off	Site Work Take Off	6/09/2017
Day 5/Week 5	Site Work Take Off Continued		
Day 1/Week 6	Site Work Take Off Continued		
Day 2/Week 6	Site Work Take Off Continued		
Day 3/Week 6	Site Work Take Off Continued		
Day 4/Week 6	Site Work Take Off Continued		
Day 5/Week 6	Site Work Take Off Continued		
Day 1/Week 7	Metal, Wood, & Misc.	Metal, Wood, & Misc. Take Off	6/20/2017
Day 2/Week 7	Metal, Wood, & Misc. Take Off Continued		
Day 3/Week 7	Metal, Wood, & Misc. Take Off Continued		
Day 4/Week 7	Metal, Wood, & Misc. Take Off Continued		
Day 1/Week 8	Metal, Wood, & Misc. Take Off Continued		
Day 2/Week 8	Metal, Wood, & Misc. Take Off Continued		
Day 3/Week 8	Review For Final		
Day 4/Week 8	Final Exam		6/22/2017

This schedule may vary depending on: unforeseeable circumstances that may arise; individual class rate of comprehension and evaluation; and at the discretion of the instructor. Also weather may play a role in outside labs being rescheduled.

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I, the below named student, do hereby agree to review the syllabus for the above named class on either the OSUIT website or D2L. I agree to abide by the policies, procedures and guidelines specified therein and if there is any part of the syllabus I do not understand I agree to discuss those items with the course instructor.

Printed Name	Student ID Number (this is not your SS)	
Signature	 Date	

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