

**Oklahoma State University Institute of Technology**  
**Face-to-Face Common Syllabus**  
Fall 2017

**CNS 2432 CONSTRUCTION DOCUMENTS AND SHOP DRAWINGS**

A study of the submittal process, which includes reviewing specifications for items that need to be submitted, creating a submittal tracking log and the checking of submittals. Closeout process, which includes as-builts, warranties and owner manuals are covered. Course also covers the division zero (0) and one (1) specifications as they relate to bidding, bonds, insurance and the general conditions.

**Course Purpose:**

The purpose of this course is to familiarize students with the processes commonly used in the documentation of a commercial construction project.

**Type of Course:** Theory/Lab

**Credit Hours:** 2; Total clock hours of theory per semester: 30;

Total clock hours of lab per semester: 20.

**Class Length:** Full Semester

**Class Days and Times:** MWF 2:00pm – 3:05pm or TR 1:00-2:40

**Prerequisites:** CNS 1113, CS 1013, & CNS 1263

**Instructor Name:** Darren Woodard

**Instructor Phone:** (918) 293-4738

**Office:** CNS1 Room # 105

**Instructor Email:** [darren.woodard@okstate.edu](mailto: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 office door or by appointment.

**School Name:** Construction Technologies

**School Main Phone:** 918-293-4742

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** Construction Operations Manual of Policies & Procedures, 4th Edition, by Civitello  
ISBN# P/N 978-0-07-146528-1 of set 978-0-07-143219-1

**References:** None

**Materials:** 3 Ring Binder, disk, highlighters, USB Flashdrive

**Uniform/Tools:** Proper clothes must be worn in both classroom and lab settings. Attire during lab periods shall comply with the construction industry's norms and standards.

**Estimated Cost for Materials:** \$ 150.00

**Estimated Cost for Uniform/Tools:** None

**Optional Resources:** None

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
Read & interpret blueprints and specifications	Written Test and Reports
*1.2. Read & interpret shop drawings and submittal procedures	Written Test and Reports
*1.3 Read & analyze addenda, change orders, RFI's, and be able to post or route them accordingly	Lab Assignments
Interpret various construction documents for meaning and project impact.	Written Test, Reports and Lab Assignments
Organize and manage flow of construction documents.	Written Test, Reports and Lab Assignments
Demonstrate an understanding of contract documents and procedures	Written Test, Reports and Lab Assignments

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.

**COURSE ACTIVITIES**

In this course students will:

- Participate in class discussions and activities.
- View videos that depict the various concepts.
- Take examinations.
- Complete reading assignments.
- May be required to do quizzes.

**EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:**

Lab Assignments	20%
Unit Exams	50%
Participation	10%
Final Exam	20%
<b>Total</b>	<b><u>100%</u></b>

<b>OSUIT Grading Scale</b>
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

\*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.

**RECOMMENDED STUDENT COMPETENCIES/SKILLS**

Read and interoperate construction documents

**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**

No late work will be accepted, unless arrangements have been made prior to the due date.

**TESTING**

Refer to “Academic Dishonesty” in the syllabus attachment

**OTHER LAB AND CLASSROOM POLICIES**

None

**SYLLABUS ATTACHMENT**

View the Syllabus Attachment, which contains other important information, by visiting [http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

<b>Course Schedule</b>			
<b>Course Outline Schedule</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
Day 2 Week 1	Syllabus & Chpt 1 - Company Organization	Read Chpt 1	9-Sep
Day 3 Week 1	Chpt 1 - Continued	View Power point Take Notes	NA
Day 1 Week 2	Chpt 1 - Continued	Read Chpt 2	11-Sep
Day 2 Week 2	Chpt 2 - Project Administration	View Power point Take Notes	NA
Day 3 Week 2	Chpt 2 - Project Administration	View Power point Take Notes	NA
Day 1 Week 3	Chpt 2 - Project Administration	View Power point Take Notes	NA
Day 2 Week 3	Exam Review Chtp 1 & 2	Use exam study guide	NA
Day 3 Week 3	Exam #1 Chpt 1 & 2		22-Sep
Day 1 Week 4	Chpt 3- Contracts	Read Chpt 3	25-Sep

Day 2 Week 4	Chpt 3 Continued	View Power point Take Notes	NA
Day 3 Week 4	Chpt 3 Continued	Read Chpt 4	29-Sep
Day 1 Week 5	Chpt 4 - Project Engineering	View Power point Take Notes	NA
Day 2 Week 5	Chpt 4 - Continued	View Power point Take Notes	NA
Day 3 Week 5	Chpt 4 - Continued	View Power point Take Notes	NA
Day 1 Week 6	Chpt 4 - Continued	View Power point Take Notes	NA
Day 2 Week 6	Chpt 4 - Continued	View Power point Take Notes	NA
Day 3 Week 6	Review Chpt 3 & 4	Use exam study guide	NA
Day 1 Week 7	Exam #2 Chpt 3 & 4		16-Oct
Day 2 Week 7	Chpt 5 - Site Superintendents	Read Chpt 5	18-Oct
Day 3 Week 7	Chpt 5 - Continued	View Power point Take Notes	NA
Day 1 Week 8	Chpt 5 - Continued	Read Chpt 6	23-Oct
Day 2 Week 8	Chpt 6 - Safety	View Power point Take Notes	NA
Day 3 Week 8	Chpt 6 - Continued	View Power point Take Notes	NA
Day 1 Week 9	Review Chpt 5 & 6	Use exam study guide	NA
Day 2 Week 9	Exam #3 Chpt 5 & 6		01-Nov
Day 3 Week 9	Chpt 7 - Design Build Projects	Read Chpt 7	03-Nov
Day 1 Week 10	Chpt 7 Continued	View Power point Take Notes	NA
Day 2 Week 10	Chpt 7 Continued	Read Chpt 8	08-Nov

Day 3 Week 10	Chpt 8- Change Orders	View Power point Take Notes	NA
Day 1 Week 11	Chpt 8 Continued	View Power point Take Notes	NA
Day 2 Week 11	Chpt 8 Continued	View Power point Take Notes	NA
Day 3 Week 11	Review Chpt 7 & 8	Use exam study guide	NA
Day 1 Week 12	Exam #4 Chpt 7 & 8		20-Nov
Day 2 Week 12	Thanksgiving Break		
Day 3 Week 12	Thanksgiving Break		
Day 1 Week 13	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 2 Week 13	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 3 Week 13	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 1 Week 14	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 2 Week 14	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 3 Week 14	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 1 Week 15	Submittals & Shop Drawings	View Power point Take Notes	NA
Day 2 Week 15	Review for Final Exam	Review	13-Dec
Christmas Break			

Schedule is subject to change at instructor discretion.