

CONSTRUCTION MANAGEMENT

STEPHEN F. AUSTIN STATE UNIVERSITY
SCHOOL OF HUMAN SCIENCES



CMGT Student Handbook 2022-2023

Contact Information:

Sally Ann Swearingen, RID, IDEC
Coordinator, Construction
Management

sswearingen@sfasu.edu

936-468-2048

TABLE OF CONTENTS

Introduction	4
Faculty	5
Faculty Advisors	5
Faculty Office Hours	6
Mission	7
Stephen F Austin State University Mission Statement	7
School of Human Sciences Mission Statement	7
Construction Management Mission Statement	7
Goals Objectives & Skills	8
Construction Management Goals for Students	8
Construction Management Goals for Partnerships	8
Acquired Skills	9
Increasing Opportunities Now and In the Future	9
Preparation for Professional Practice	10
BS in Construction Management	10
Degree Plan - Construction Management	10
Degree Map - Construction Management	10
Student Learning Outcomes	10
Accreditations & Endorsements	11
American Council for Construction Education (ACCE)	11
College of Education / School of Human Sciences	11
External Advisory Board	12
Student Success	13
Advising	13
Study Habits	14
Tutoring	14
Procrastination	14
Mental Health	15
Grades matter	15
Work Experience / Volunteer Activities / Leadership	16
Internships	16
Program Expectations	16
Student Chapters	17
Organizational Involvement	17
Career Fair	17

	<u>Phi Upsilon Omicron</u>	17
	<u>Service Hours</u>	17
	<u>Graduation FAQs</u>	18
	<u>Scholarships</u>;	19
<u>Important Policies and Procedures</u>		20
	<u>SFA Specific Policies</u>	20
	<u>HMS Specific Policies</u>	20
	<u>Ethics Policies SFA / HMS</u>	20
	<u>Definition of Academic Dishonesty</u>	20
	<u>Student Grievance Procedures</u>	21
	<u>Student Discipline and Grievance Procedures</u>	21
	<u>Students with Disabilities</u>	21
	<u>Student E-Mail</u>	21
	<u>Professional Dress Policy</u>	21
	<u>Access to Personal Files and Protection of Privacy</u>	22
	<u>Student Support Services</u>	22
	<u>Dismissal from Major</u>	22
	<u>College of Education Commitment to Diversity</u>	22
	<u>Final Exam Policy</u>	22
	<u>Class Attendance and Excused Absence: Policy 6.7</u>	23
	<u>Additional Interior Design Student Conduct Criteria</u>	23
<u>Student Tool Kit</u>		24
Appendix A		
	<u>Degree Plan - Construction Management</u>	25
Appendix B		
	<u>Degree Map - Construction Management</u>	26
Appendix C		
	<u>Student Learning Outcomes</u>	27

INTRODUCTION

Welcome to the Construction Management Program at Stephen F. Austin State University!

This manual has been created to introduce you to the policies, procedures and important information needed to navigate the next four years through the SFASU Construction Management Degree.

The CMGT program is one of the newer programs on campus, it was established in 2019 and is a partnership between the James I Perkins College of Education, Nelson Rusche College of Business, Arthur Temple College of Forestry and Agriculture, and College of Sciences and Mathematics. This collaboration means that your degree studies will be comprehensive and complete, providing the business, technical, leadership , professional skills and customer service skills you need to succeed in this progressive and fast changing field. The programs employ four, full-time faculty and one adjunct faculty who are eager and qualified to convey the technical, theoretical, and aesthetic subject matter of the interior design and merchandising professions. Typically, a 25 to 1 student-to-faculty ratio in studio courses is maintained to give each student ample critique time during class.

The courses for CMGT are taught throughout the campus and in each of the colleges listed above.

Many students enter construction management without fully understanding what the profession encompasses. Each year we have one of our advisory board companies give a broad overview of the field from their perspective. Our advisory board assist in assembling a career fair each September and February to enable students to learn more about the professions.

FACULTY

Established in 2019, the Bachelor of Science in Construction Management is a partnership between Nelson Rusche College of Business, Arthur Temple College of Forestry and Agriculture, College of Sciences and Mathematics, and the James I. Perkins College of Education. Their collaboration means that your degree studies will be comprehensive and complete, providing the business, technical, leadership and customer service skills you need to succeed in this progressive field.

In addition to rigorous courses that equip you to manage projects from concept to completion, you'll complete an internship during which you'll build experience and expand your professional network.

The Bachelor of Science in construction management will provide you an opportunity for a OSHA 30 certificate. Also prepare you to sit for the LEED Green Associates exam, a foundational credential for professionals, and provide an opportunity to take the surveying exam.

Faculty/Advisors

The program currently has four faculty; all of whom are Registered Interior Designers, one of whom is also a registered architect. Additional field specialist assist as adjunct faculty as needed per semester.

Leisha M. Bridwell, MFA, IDEC,
AAFCS (Program Coordinator) -
Registered Interior Designer, Texas
Board of Architectural Examiners,
Lic. #1963, Associate Professor,
Program Coordinator of Interior
Design.

Office: Human Sciences South 102B
Phone: 936.468.2371
E-mail: lbridwell@sfasu.edu

Sally Ann Swearingen, MFA, IDEC,
ASID, IIDA, NCIDQ Certified #9965,
TBAE - Registered Interior Designer,
Texas Board of Architectural
Examiners Lic. #2629, Associate
Professor,. Program Coordinator of
Construction Management.

Office: Human Sciences South 101B
Phone: 936.468.2048
E-mail: sswearingen@sfasu.edu

Faculty/Advisors Continued

Dr. Nathaniel B. Walker, IV, AIA,
RID, NCARB, NOMA, IDEC

Assistant Professor of Interior
Design & Construction
Management.

Office: Human Sciences South 102C

Phone: 936.468.2155

E-mail: walkernb@sfasu.edu

Jennifer Luque, LEED AP ID+C,
TBAE - Registered Interior Designer,
Texas Board of Architectural
Examiners Lic. #12685

Assistant Professor of Interior Design
& Construction Management.

Office: Human Sciences South 102A

Phone: 936.468.1413

E-mail: jennifer.luque@sfasu.edu

Faculty Office Hours

Professors maintain regular office hours as identified on course syllabi to maintain good communication with students. If at any time a student has a problem related to the course, he/she is advised to contact the professor as soon as possible. Likewise, the professor may request a meeting with a student outside of class time if necessary. Many problems can be resolved easily if promptly addressed.

Office hours are also posted on professors' office doors. It is requested that students respect the professor's time by adhering to the posted office hours. Should an unforeseen conflict arise, the professor will leave a note on the door stating when the time will be made up. The professors have many responsibilities and duties required of their position and are engaged in multiple endeavors such as class preparation, grading, research, writing, committee meetings, and service. Your cooperation will be appreciated.

School of Human Sciences
Box 13014-SFA Station
Nacogdoches, TX 75962-3014
Phone: (936) 468-4502, Fax: (936) 468-2140

MISSION

Stephen F. Austin State University Mission Statement

Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.

School of Human Sciences Mission Statement

The Mission of the School of Human Sciences is to prepare professionals to see and apply knowledge of Human Sciences for the benefit of individuals, families and communities in a global environment.

Construction Management Mission Statement

The mission of the construction management program is to prepare confident, reliable and qualified graduates that are prepared to meet the demands of the field of construction. SFA's mission through personal attention pushes our students to be learner-centered and offers opportunities to prepare for today's challenges of living in the global community. As a program we work with the five colleges at SFA and our internal board made up of members of all the colleges to provide excellence in the faculty and the students. Through our research of needs, skills and requirements of the industry hands-on courses, hybrid courses and labs have been selected and created to meet the demands.

Experiential learning is critical and a focus of the construction management program and SFA's Transformative Experiences. Assurance of marketable skills and qualities are our number one goal, which requires constant review of the program and class structure. Working with internship employers and external partners has guided our internal board, faculty and facilitator in creating a quality program that employers will seek graduates.

Keeping up with trends and demands of the industry in all the co-curricular partners on our campus and with the industry partners is allowing us as a program and university to move forward with innovative course layouts, innovative partners within colleges and allowing students to focus on cutting edge technology. As any innovative needs demands financial commitment, through the university and our partnerships that we are creating.

GOALS, OBJECTIVES & SKILLS

Construction Management Goals for Students

1. Support opportunities whereby the members of the CMGT Advisory Council have the opportunity for a strong and consistent interaction with students.
2. Continue to build student awareness about the importance of ACCE Standards and how they relate to student performance and student ability to demonstrate understanding for accreditation.
3. Continue to build student awareness about the importance of interaction with Construction Management professionals and respective professional organizations.
4. Continue to develop and encourage membership in student organizations.
5. Strongly encourage and/or require students to submit work in all available student design competitions and scholarships.

Construction Management Goals for Partnerships

1. Continue to strengthen connections to all types of construction management firms and organizations and community organization.
2. Strengthen collaboration advisory board members and firms to assist in classroom presentations jurors, collaboration of site visits, guest lectures, and career fair-interviews.
3. Strengthen collaboration with CMGT Advisory Board and other departments on SFA campus.
4. Strengthen a connection with Community Colleges for students to receive a Bachelor's Degree.
5. Create connections with SFA alumni, adjunct faculty, and philanthropist.
6. Strengthen awareness connection with area high schools (recruitment endeavors).

Acquired Skills

Graduates marketable skills include: An understanding of project risk management and project control processes, have an understanding and be able to demonstrate construction fundamentals and the processes. Demonstrate an understanding of construction building systems of all types. Graduates will be able to apply effective communication skills, demonstrate leadership, management and teamwork skills. Apply modern technology to solve construction related issues. Understand safety plans, understand building codes. Be able to understand the different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process. In addition, understand construction accounting and cost control, construction project schedules, plus analyze methods, materials and equipment used on a job site.

Increasing opportunities now and in the future

Between America's growing population, which calls for more offices, schools, retail outlets, restaurants and other facilities, as well as the need to replace or upgrade the nation's aging infrastructure - bridges, roads and pipelines - it's no wonder the job outlook for construction management is so bright. In addition, a continuing emphasis on retrofitting buildings to make them more energy efficient should create jobs for general contractors, who are more likely to manage the renovation and upgrading of buildings than to oversee new large-scale construction projects.

According to the Bureau of Labor Statistics, a bachelor's degree in construction management along with work experience leads to more opportunities. The field is expected to grow 11% from 2020 to 2030, faster than the average for all occupations. Construction processes and building technology are becoming more complex, requiring greater oversight and spurring demand for specialized management personnel even as technology makes construction managers more productive. The salary for graduates ranges from \$65,000 to \$92,000 annually according to the Bureau of Labor Statistics.

Preparation for Professional Practice

As you pursue your degree, you'll learn the skills required to succeed as a professional. That includes how to establish positive working relationships, supervise others, problem solve, motivate people to meet tight timetables, and delegate tasks and responsibilities. You'll also improve your communication skills, both written and verbal, which will help you explain complex information to architects, engineers, workers and clients.

BS in Construction Management

The Bachelor of Science in Construction Management provides students with a broad-based knowledge of the construction industry, plus a solid general education with extensive training in business management, law, regulations, planning, design, theory, and methods used in the construction field.

Degree Plan - Construction Management

See Appendix A.

Degree Map - Construction Mngement

See Appendix B.

Student Learning Outcomes

See Appendix C.

ACCREDITATIONS & ENDORSEMENTS

American Council for Construction Education (ACCE)

ACCE's mission and goal are to promote and support the highest quality construction education. Since 1974, the American Council for Construction Education (ACCE) has been a leading global advocate of quality construction education that promotes, supports, and accredits quality construction education programs. ACCE is a 501 ©(3) non-profit corporation.

The primary goal is promotion and continued improvement of post-secondary construction education; specifically, ACCE accredits construction education programs in colleges and universities that request its evaluation and meet its rigorous standards and criteria.

SFA's goal is to receive accreditation by 2025.

College of Education / School of Human Sciences Accreditations

- American Association of Family and Consumer Sciences (AAFCS)
- Council for Interior Design Accreditation (CIDA)
- Commission on Accreditation for Dietetics Education (ADA)
-
- National Council for American Teacher Education (NCATE)
- Texas State Board of Educator Certification (SBEC)

EXTERNAL ADVISORY BOARD

The construction management program as an Internal Advisory Board composed of members from each college and an External Advisory board are composed of regional Construction Management professionals. The External Board meets on a quarterly basis with the faculty and students for ongoing program development. Members of the Board also participate in classes, serve as jurors and critiques, assist with competitions and serve as guest lecturers.

Visit our website for the current list of members of CMGT External Board.

STUDENT SUCCESS

Advising

Students must be advised by their advisor in the College of Education in order for an advising “hold” to be lifted, allowing for registration. Registering for the courses recommended by your advisor is imperative in order to register for courses.

Advisement meetings are a critical part of the construction management program. Much effort is taken to keep students in the correct sequence. The consequence of getting off sequence is the addition of a year to the student’s graduation plan.

It is the responsibility of each student to meet with his or her advisor during the regular advisement period prior to registration each semester. Students should sign up for an appointment at the College of Education Advising Center. Drop-in appointments are not acceptable, nor generally available. Please schedule a time prior to the opening of classes open. A degree map is provided on the website to guide you along your journey. Note that some courses are only offered once a year. Students should develop a tentative schedule using their unofficial transcript and degree plan prior to the advisement appointment. A course sequencing matrix is provided as a guide. Please review to determine what studio/labs are taught each semester as some courses are offered fall only and some are spring only. You will need to meet with your advisor every semester while at SFA.

<https://www.sfasu.edu/ssc/advising>

INDS Academic and Transfer Advisor

[Crystal Deckard](#) - Academic Advisor

936.468.2901

deckardcl@sfasu.edu

INDS Freshman Academic Advisor

[Molly Moody](#) – Academic Advisor

936.468.2901

moodymk@sfasu.edu

Study Habits

The field of interior design requires that an individual be dependable and motivated. Work experience can demonstrate these dispositions. Working and taking courses can also demonstrate the student's ability to multi-task. Work experience in an interior design related field is extremely valuable and evidence of leadership is also important when being considered for an internship. If a student does not have work experience, then volunteer experience should be evident. Volunteer opportunities are posted by the INDS department regularly.

Tutoring

The Academic Assistance and Resource Center

Provides free drop-in peer tutoring. Follow the link to the website to see what classes are being offered in each semester. <https://www.sfasu.edu/aarc/tutoring-services>

Undergraduate and graduate students Online Writing Lab (OWL)

Our writing tutors are committed to the teaching and learning of writing. The OWL is open 24/7 during the full term. Simply log in to your [Brightspace by D2L](#) account and view your list of ongoing courses for more information.

Procrastination

Students are often overwhelmed by the amount of out-of-class time that is required to be successful in interior design. Working on assignments each day promotes better solutions, higher quality work, and alleviates anxiety. The interior design curriculum courses will increase in complexity, scope, and details with each level of courses. Lower classmen should visit with upper class interior design students to discuss other tips to handle the workload.

- Do not wait until a day or two before the assignment's due date to work on projects or to study for an examination.
- Do not go several days with little or no out-of-class project work time followed by marathon sessions before a due date.
- Utilize your class and lab time. Much of your work can be completed in class if you use your time wisely.

Mental Health

All INDS SFA 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.

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

Grades Matter

Starting in 2023 a grade of C (70%) or better in the construction management major and support course is required for that course to be considered successfully completed, and counted as a prerequisite for subsequent courses in the interior design course sequence. A grade of D or F in an interior design course must be repeated and will prolong the time needed to complete the Interior Design program.

Work Experience/Volunteer Activities/Leadership

The field of construction management requires that an individual be dependable and motivated. Work experience can demonstrate these dispositions. Working and taking courses can also demonstrate the student's ability to multi-task. Work experience in a construction management related field is extremely valuable and evidence of leadership is also important when being considered for an internship. If a student does not have work experience, then volunteer experience should be evident. CMGT students are required to obtain 6 hours of community service hours each semester for a total of 12 a year. Volunteer opportunities are posted by the INDS department regularly.

Internships

As a construction management student, you will be required to complete a 6- credit hour internship and work a minimum of 500 hours that must be approved by the internship coordinator.

PROGRAM EXPECTATIONS

Student Chapters

Several CMGT student chapter opportunities are available and encouraged at Freshman level through graduation. Stephen F. Austin State University is affiliated with the Associated Builders and Contractors (ABC), and the American Council for Construction Education (ACCE). The School of Human Sciences also has an ambassadors club, student organization geared toward student recruitment.

<https://www.abc.org/>

<https://www.acce-hq.org/>

Organizational Involvement

The field of construction management requires that an individual be dependable and motivated. Work experience can demonstrate these dispositions. Working and taking courses can also demonstrate the student's ability to multi-task. Work experience in a construction related field is extremely valuable and evidence of leadership is also important when being considered for an internship. If a student does not have work experience, then volunteer experience should be evident. Volunteer opportunities are posted by the CMGT department regularly.

Career Fair

Each September and February the Construction Management and Interior Design has a career fair. Dates are posted on the website. Employers register through the Career Services – Handshake. This is a great opportunity for students to network and start learning about the different types of firms and positions that are available in this major.

Phi Upsilon Omicron

Phi Upsilon Omicron is the national honor society for Family and Consumer Sciences, the umbrella discipline for all students in the School of Human Sciences. Students who have completed 60 hours of coursework with a minimum 3.25 grade point average are eligible for membership. Letters of invitation are mailed to perspective initiates each long semester prior to fall and spring initiations.

Service Hours

Each semester, students are required to do six (6) hours of community service. Hours are to be documented on the service learning form posted in D2L. These hours must be accompanied by signatures, photo proof, and submitted before the end of each semester in the provided Dropbox. These hours should pertain to interior design related community service.

Graduation FAQs

When should I apply for graduation?

Students should apply 1 semester before their anticipated graduation. The registrars office publishes the filing date.

Where do I apply for graduation?

Room 201, Rusk Building

View [Applying to Graduate | Office of the Registrar | SFA \(sfasu.edu\)](#) for additional information.

When is graduation?

Stephen F. Austin holds three commencement exercises a year, December, May and August. For actual dates, check the [University Academic Calendar](#).

How much are graduation fees and when are they due?

The Graduation Processing Fee is \$50.00 for the Bachelor's degree and \$50.00 for the Master's or Doctoral degree. View the [Application Information](#) page for more information.

When and where do I order and pick up my cap and gown?

If you are planning to participate in the Commencement ceremony, pick up your cap and gown at the Barnes & Noble Bookstore during the month of the deadline for applying for graduation.

Barnes & Noble Bookstore will now have caps and gowns available for pick up at any time after application to graduate is made. We recommend that this be done early in the graduating semester.

Where is graduation held?

The Commencement Ceremony is held in the William R. Johnson Coliseum. Candidates for graduation should be at the Coliseum an hour before procession begins. For additional information view [Commencement Information](#).

Scholarships

SFA students have access to hundreds of opportunities to get scholarship funding to help with college expenses. You just need to [explore and apply!](#) Students interested in any scholarships can apply on line at [SFA Alumni Office](#). Entering/New Student Scholarships are also available. Contact runnelsc@sfasu.edu for scholarship information. Additional interior design scholarships available through student chapters of IIDA, ASID, and NKBA.

Scholarship Opportunities for Human Sciences Students:

Gloria E. Durr Scholarship for Human Sciences

S.R. "Ted" Hudson Memorial Scholarship

Johnny Cace Memorial Scholarship

Amy Shields Scholarship

ARAMARK Scholarship

Best of SFA Scholarship

Teagarden Human Sciences Memorial Scholarship

Elmer and Billie Jo Childers Family Scholarship

Human Sciences 75th Anniversary Scholarship

Human Sciences Organizations Scholarship

LaMerle Muckleroy Harris Memorial Scholarship

Layvelle (Morris) Tullos Human Sciences Scholarship

ASID and John Ramsey Scholarship

Lauren Alston Memorial Scholarship

Magnolia Lodging Hospitality Scholarship

Parsetta Carnes Pruitt Human Sciences Scholarship

Richard and Lucy Dewitt Human Sciences Hospitality Scholarship

Claude and Sue Rodgers Human Sciences Scholarship

Sally Ann Swearingen Interior Design Scholarship

Shirley Neel Crawford Human Sciences Scholarship

Suzy Halbert Weems Scholarship

Willie Lee Campbell Glass Human Sciences Scholarship

IMPORTANT POLICIES AND PROCEDURES

- If I initially enrolled in a Texas Public Institution Fall 2006 or after, I will be required to pay non-resident tuition if I exceed my degree program by 30 attempted hours. Excessive hours include withdrawn courses, failed courses, repeated courses, and courses taken that do not satisfy degree requirements.
- If I initially enrolled in a Texas Public Institution Fall 2007 or after, I am only allowed to drop 6 courses after the 12th class day for my entire undergraduate career.

SFA specific policies

- I must maintain an overall GPA of 2.0, a GPA of 2.0 in my content field courses (only SFA courses), and a GPA of 2.0 in my minor in order to graduate.
- I must complete a minimum of 30 advanced upper level in-residence semester credit hours.

HMS specific policy

- I am responsible for following my degree plan to ensure I have completed all requirements for graduation and that it is my responsibility to keep up with my progress and know what courses I need to graduate.

Ethics Policies SFA/HMS

Academic integrity is a responsibility of all university faculty and students. Faculty promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Student Academic Dishonesty: Policy 4.1: Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

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 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.

Student Discipline and Grievance Procedures

Community Rights and Responsibilities, a unit of the Dean of Students Office, coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed both by administrative staff and by the University Hearing Panel, while student grievances against faculty and staff are reviewed by the Student Grievance Committee. Appeals of both processes are reviewed by the Student Code Enforcement and Review Board.

Students with Disabilities

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/>.

Student E-mail

To enhance student services, the University and DPD Director will use your SFA email address -- @jacks.sfasu.edu for communications. Students may go to MySFA online to confirm their email address. Please check your SFA email on a regular basis. If students have problems accessing their email account, they may visit the following website: <http://www.sfasu.edu/mysfa/o365/student/> or contact the SFA Help Desk at helpdesk@sfasu.edu

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.

Access to Personal Files and Protection of Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Read more at: <http://www.sfasu.edu/controller/businessoffice/parents/ferpa.asp>

Student Support Services

Stephen F. Austin State University offers a wide variety of student involvement opportunities and student support services. Additional information about student support services, including health services, counseling, housing, and financial services, is available through the university website link: <http://www.sfasu.edu/52.asp>

Dismissal from Major

A student who is academically dismissed from the University will be dropped automatically from his or her major. The student dropped from the major will be classified as undeclared and will receive academic advisement from the University College Academic Advisement Center. In order to declare a major in a department or school after being dropped, the student must be accepted by the department or school in which he or she desires to be a major. Detailed information about dismissal and reinstatement processes is available in the undergraduate catalog.

College of Education Commitment to Diversity

James I. Perkins College of Education Diversity Statement is found at the following link:
<http://coe.sfasu.edu/about-us/>

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 program coordinators before a date change will occur.

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are 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 (including the first 12-day attendance report) 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.

Additional Interior Design Student Conduct Criteria:

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. Construction Management 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.

STUDENT TOOL KIT

CMGT students below is a requirement for all CMGT students. The model # and prices are from Lowe's. Of course, you can purchase from any supplier. The list is the required tools, some of you may have some of the tools already. The brand is up to you. (You will use in a number of classes and in the Construction Jacks/ ABC Club). Lockers are available at school to rent. These supplies will be required in certain classes.

- Kobalt Tool Belt (#2416810)- \$39.98
- Swanson Speed Square (#3613684)- \$11.98
- 3M Sanding Mask (#773514)- \$6.48
- Sharpie 2ct (#155448)- \$4.56
- 3M Safety Glasses (#516677)- \$11.48
- Craftsman Leather Gloves (#1348356)- \$9.98
- Kobalt 25ft. Tape Measure (#857851)- \$9.98
- Kobalt 22oz. Hammer (#2636074)- \$22.98
- Lowe's Carpenter's Pencil (x2) (#864928)- \$0.50
- Kobalt Utility Knife (#365654)- \$5.98
- Craftsman Lineman's Pliers (#1061230)- \$15.98
- Craftsman Long Nose Pliers (#1071664)- \$9.48
- Johnson Pocket Level (#2560881)- \$12.98
- Hardhat (ID students sell them \$45 with SFA decal and CMGT on them)

Total (Before Tax): \$162.34 (Lowe's Price)
Plus hardhat

APPENDIX A

Degree Plan - Construction Management

Stephen F. Austin State University
OFFICIAL DEGREE PLAN: BACHELOR OF SCIENCE
Construction Management - 120 hours

THIS INFORMATION IS APPLICABLE TO STUDENTS WHO FIRST ENROLLED AT SFA
DURING THE Fall 2022 SEMESTER

CORE CURRICULUM (42 hours)

A. Communication Component Area (6 hours)

1. English Rhetoric/Component Area (3 hours):

- ENGL 1301 ENGL 1303

2. Communication Skills (3 hours):

- SPCH 1315 SPCH 1318 SPCH 2333

B. Mathematics Component Area (3 hours)

- MATH 1342

C. Life and Physical Sciences (6 hours)

- PHYS 1305 PHYS 1307

(Labs are recorded separately)

D. Language, Philosophy, and Culture (3 hours)

- ENGL 2309 ENGL 2322 ENGL 2323 ENGL 2327
 ENGL 2328 ENGL 2332 ENGL 2333 ENGL 2335
 ENGL 2341 HIST 2311 HIST 2312 HIST 2321
 HIST 2322 PHIL 1301 PHIL 1304 PHIL 2306

E. Creative Arts (3 hours)

- ARTS 1301 ARTS 1303 ARTS 1304 DANC 2303
 DRAM 1310 DRAM 2366 MUMH 1307 MUSI 1306

F. American History (6 hours)

- HIST 1301 HIST 1302

G. Government/Political Science (6 hours)

- GOVT 2305 GOVT 2306

H. Social and Behavioral Sciences (3 hours)

- ECON 2301 ECON 2302

I. Component Area Option (6 hours)

Required Writing Course (3 hours)

- ENG 1302

Communications Option (3 hours)

- BUSI 2304 ENGL 2311 FREN 1311 FREN 1312
 GERM 1311 GERM 1312 INCM 1301 INCM 1302
 INCM 1303 INCM 1304 INCM 1305 PORT 1311
 PORT 1312 SPAN 1311 SPAN 1312 SGNL 1301
 SGNL 1302

Major (52 hours)

- ACCT 2301 AGET 1320/1120 BLAW 3366
 CMGT 1219/1119 CMGT 1301 CMGT 3114/3214
 CMGT 3319 CMGT 3346 CMGT 3347
 ENVR 3310 FINC 3333 FOR5 2323/2023
 INDS 2113/2213 MGMT 3371 MGMT 4344
 HMSC 4120 (6)

School Requirements (3 hours)

- HMSC 3300

Support (23 hours)

- AGET 3215/3115 CMGT 3316 ENGR 1301/1001
 ENVR 3320 FOR5 4342 INDS 1325
 MATH 1316 PHYS 1105 PHYS 1107

Electives (total 120 hours)

APPENDIX B

Stephen F. Austin State University Degree Map

STEPHEN F. AUSTIN STATE UNIVERSITY DEGREE MAP

BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT (120 hrs)

NAME: _____ CAMPUS ID #: _____ MINOR: NONE REQUIRED

FRESHMAN 1				FRESHMAN 2			
	SUB	CR	MET		SUB	CR	MET
ENGL 1301: Rhetoric and Composition		3		ENGL 1302: Research and Argument		3	
CMGT 1301: Intro to Facility & Construction Mgmt.		3		PHYS 1307/1107: General Physics II & Lab		4	
Creative Arts Core Course		3		MATH 1316: Plane Trigonometry		3	
PHYS 1305/1105: General Physics I & Lab		4		ENGR 1301/1001: Foundations in Engineering I & Lab		3	
CMGT 1119/1219: Technical Drawing		3		INDS 1325: Introduction to AutoCAD		3	
Total		16		Total		16	

SOPHOMORE 1				SOPHOMORE 2			
	SUB	CR	MET		SUB	CR	MET
CMGT 3114/3214: Building Construction Systems & Lab		3		FORS 2323/2023: Surveying and Mapping & Lab		3	
MATH 1342: Introduction to Probability & Statistics		3		INDS 2113/2213: Residential Design Studio & Lab		3	
AGET 1320/1120: Fund. of Ag. Tech. & Lab		4		ACCT 2301: Principles of Financial Accounting**		3	
HIST 1301: United States History I		3		ECON 2301 or 2302: Macro/Micro Economics		3	
GOVT 2305: Federal Government		3		HIST 1302: United States History II		3	
Total		16		Total		15	

JUNIOR 1				JUNIOR 2			
	SUB	CR	MET		SUB	CR	MET
AGET 3215/3115: Agricultural Electrification & Lab		3		GOVT 2306: Texas Government		3	
HMSC 3300: Professional Leadership in Human Science		3		ENVR 3310: Environmental Health and Safety		3	
MGMT 3371: Operations Management		3		CMGT 3347: Cost Estimating II		3	
CMGT 3319: Building Codes and Materials		3		Communications Option Core Course		3	
CMGT 3346: Cost Estimating I		3		HMSC 4120 (SUMMER): Practicum		6	
Total		15		Total		18	

SENIOR 1				SENIOR 2			
	SUB	CR	MET		SUB	CR	MET
Language, Philosophy and Culture Core Course		3		MGMT 4344: Project Management		3	
ENVR 3320: Soils in Construction		3		FINC 3333: Intro. to Financial Mgmt.		3	
FORS 4342: Wood Properties and Utilization		3		BLAW 3366 (Spring Only): Real Estate Law		3	
CMGT 3316: Interior Lighting Seminar		3					
Communication Skills Core Course		3					
Total		15		Total		9	
Degree Total		120					

This handout is for informational purposes only and is not to be used as a precise guide for registration. Students are required to meet with an advisor every semester, as course availability does change and certain courses might not be offered on an ideal rotational basis. View the SFA undergraduate bulletin online for core course options and course information: <http://catalog.sfasu.edu/?catoid=5>. To schedule an appointment please go to www.sfasu.edu/coeadvising.

APPENDIX C

Student Learning Outcomes

- Graduates will demonstrate knowledge of the legal and ethical environment impacting business.
- Graduates will have a basic understanding of the principles of sustainable construction.
- Graduates will demonstrate an ability to engage in critical thinking by analyzing situations and constructing viable solutions to solve problems.
- Graduates will have an understanding of construction accounting and cost control.
- Graduates will demonstrate knowledge and practices in all of the major business disciplines including the areas of accounting, information technologies, management, marketing and quantitative analysis.
- Graduates will demonstrate an ability to work effectively with others.
- Graduates will demonstrate the ability to communicate effectively both in writing and orally.