



CONSTRUCTION MANAGEMENT STUDENT HANDBOOK 2025-26



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
School of Human Sciences

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Table of Contents

Table of Contents.....	2
Introduction	4
Welcome to Construction Management Program at SFA!	4
Faculty.....	5
History, Description of CMGT Program at SFASU:	5
Faculty Office Hours	5
Mission	6
Stephen F. Austin State University Mission Statement.....	6
School of Human Sciences Mission Statement	6
Construction Management Mission Statement.....	6
Construction Management Strategic Advantage.....	6
Goals, Objectives & Skills	7
Bachelor of Science in Construction Management.....	7
Increasing opportunities now and in the future.....	7
Preparation for Professional Practice	7
Construction Management Goals for Students	7
Construction Management Goals for Partnerships	8
Student Learning Outcomes	8
Accreditations & Endorsements.....	9
American Council for Construction Education (ACCE)	9
College of Education / School of Human Sciences Accreditations	9
External Advisory Board	9
Program Requirements	9
General University Requirements	10
CMGT Major Requirements.....	10
Proposed Plan of Study	11
Admission to the Building Systems/Construction Project Management Capstone	11
Maintaining Major Status:.....	14
Program Expectations.....	15
Academic Performance	15
Student Ethics and Conduct	15

Volunteer Activities/Leadership	15
Work Experience.....	15
Organizational Involvement	16
Student Success	17
Advising.....	17
Tutoring.....	17
Study Habits.....	17
Scholarships	18
Mental Health	18
Graduation FAQs.....	19
Important Policies and Procedures	20
SFA specific policies	20
HMS specific policy	20
Ethics Policies SFA/HMS	20
Definition of Academic Dishonesty	20
Student Grievance Procedures	21
Student Discipline and Grievance Procedures	21
Students with Disabilities	21
Student E-mail	21
Professional Dress Policy	21
Access to Personal Files and Protection of Privacy.....	22
Student Support Services	22
Dismissal from Major.....	22
Final Exam Policy	22
Class Attendance and Excused Absence: Policy 6.7	22
Additional Construction Management Student Conduct Criteria:	23
Student Tool Kit	24
Appendix A - Checklist	25
Appendix B – Plan of Study	26
Appendix C – Work Experience	27

Introduction

Welcome to Construction Management Program at SFA!

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 management, technological, communicative, and engineering skills you need to succeed in this progressive and fast changing field. The program employs four, full-time faculty and several adjunct faculty who are eager and qualified to convey these professional skills. Typically, a 25:1 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.

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Faculty

History, Description of CMGT Program at SFASU:

Established in 2019, the Bachelor of Science (BS) 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.

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.

This degree in construction management prepares you to earn the OSHA 30 and the LEED Green Associate (GA) certifications. In addition, the American Institute of Constructors Certified Associate Constructor (CAC) certification exam is required of all construction management students to complete. These certifications are foundational credentials for professionals in the construction industry.



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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 a 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 posted on professors' office doors. It is requested that students respect the professor's time by adhering to the posted office hours. Occasionally, time conflicts arise during office hours. If possible, the professor will leave a note on the door stating the conflict and leave contact information. 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 is appreciated.

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 School of Human Sciences prepares students to be highly qualified professionals in global markets who positively influence individuals, families and businesses in diverse communities.

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.

Construction Management Strategic Advantage

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 internal and external needs assessment, several hands-on courses that integrate theory and practice were developed, including hybrid courses and labs 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 advisory board, faculty and facilitator in creating a high-quality program that employers will seek graduates that employers are eager to hire.

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

Bachelor of Science 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.

Increasing opportunities now and in the future

Given the United States' growing populations, which calls for the need to produce more commercial facilities, the need to repair, upgrade, or replace the nation's aging infrastructure, and the need to construct energy-related plants and refineries, the job outlook for construction management is extremely high. 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. The typical salary for graduates range between \$65,000 to \$75,000 annually and reaching into the mid \$90s according to the Bureau of Labor Statistics.

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.

Preparation for Professional Practice

The construction management curriculum provides the skills required to succeed as a professional. That includes how to establish positive working relationships, supervise others, solve problems, motivate people to meet tight timetables, delegate tasks and responsibilities, and perhaps most importantly, become proficient in both written and oral communication skills, which is generally considered to be the hallmark of being a professional.

Construction Management Goals for Students

1. Support opportunities whereby the members of the CMGT Advisory Board have the opportunity for a strong and consistent interaction with students.
2. 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. Build student awareness about the importance of interaction and networking with Construction Management professionals and respective professional organizations.
4. Develop, encourage membership, and actively participate in student organizations.
5. Encourage students to submit work in all available student competitions and scholarships.
6. Achieve external certifications and recognition through the various professional credentialing organizations.

Construction Management Goals for Partnerships

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

Student Learning Outcomes

In accordance with the American Council for Construction Education (ACCE), students of the CMGT program will acquire the following seventeen areas of knowledge.

1. Create written communications appropriate to the construction discipline.
2. Create oral presentations appropriate to the construction discipline.
3. Create a construction project safety plan.
4. Create construction project cost estimates.
5. Create construction project schedules.
6. Analyze professional decisions based on ethical principles.
7. Analyze methods, materials, and equipment used to construct projects.
8. Apply electronic-based technology to manage the construction process.
9. Apply basic surveying techniques for construction layout and control.
10. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
11. Understand construction accounting and cost control.
12. Understand construction quality assurance and control.
13. Understand construction project control processes.
14. Understand the legal implications of contract, common, and regulatory law to manage a construction project.
15. Understand the basic principles of sustainable construction.
16. Understand the basic principles of structural behavior.
17. Understand the basic principles of mechanical, electrical and piping systems

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 ACCE has been a leading global advocate of quality construction education that promotes, supports, and accredits quality construction education programs. ACCE is a 501c(3) non-profit organization.

ACCE's 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 the end of 2027. Currently, SFA's construction management program is in candidacy status and under their tutelage.

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 has an Internal Advisory Board composed of members from each college and an external Industry Advisory Board (IAB) that are composed of regional construction management professionals. The IAB 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 critics, assist with competitions, and serve as guest lecturers.

Visit our website for the current list of members of CMGT IAB. Current list of companies represented on the board:

- | | |
|------------------------------------|-------------------------------------|
| • Harvey Builders | • JE Dunn Construction |
| • Fast Track Specialties, LP | • Drewery Construction |
| • Scott & Reid General Contractors | • Way Engineering / McCorvey |
| • Spaw Glass | • MLN Company |
| • Karsten Interiors | • Construction Managers of SW Texas |
| • Vaughn Construction | • Alliance Residential Builders |
| • Marek Brothers | • Tellepsen Builders |
| • Kingham Dalton Wilson, LTD | • Brazos Urethane, Inc. |
| • Bosworth Steel Erectors | |

Program Requirements

General University Requirements

In **addition** to the University General Education requirements students must complete the course work for the CMGT major. Feel free to discuss the general education requirements with your academic advisor at any time. General Education Requirements can be viewed on SFA's web page at <https://catalog.sfasu.edu/content.php?catoid=31&navoid=1346>

CMGT Major Requirements

There are two capstone options within the program; the "Construction Project Management" and "Building Systems" capstones.

COURSE #	COURSE TITLE	CR		COURSE #	COURSE TITLE	CR
MATH1314	College Algebra	3		CMGT1301	Intro to Facility & Construction Management	3
MATH1316	Plane Trigonometry	3		CMGT1119	Technical Drawing	1
PHYS1305	General Physics I	3		CMGT1219	Technical Drawing Lab	2
PHYS1105	General Physics I Lab	1		CMGT1105	Revit Structural Systems	1
PHYS1307	General Physics II	3		CMGT1205	Revit Structural Systems Lab	2
PHYS1107	General Physics II Lab	1		CMGT2310	Safety Protocols Construction	3
ERTH4312	Env & Eng Properties of Soils	3		CMGT2211	Construction Materials & Methods	2
ERTH4012	Env & Eng Properties of Soils Lab	0		CMGT2212	Construction Materials & Methods Lab	2
FORS2323	Surveying & Mapping	3		CMGT2339	Statics & Mechanics of Materials for Construction	3
FORS2023	Surveying & Mapping Lab	0		CMGT2346	Construction Estimating I	3
BLAW3335	Business Law	3		CMGT3347	Construction Estimating II	3
ACCT2301	Principles of Financial Accounting	3		CMGT3319	Construction Codes, Contracts, & Law	3
MGMT3370	Management Principles	3		CMGT3315	Construction Operations	3
ECON2301	Microeconomics	3		CMGT3117	Mech, Elec, & Piping	1
INDS2105	Intro to Revit	1		CMGT3317	Mechanical, Electrical, & Piping Lab	3
INDS2205	Intro to Revit Lab	2		CMGT4325	Construction Project Administration	3
INDS4310	Sustainable Issues	3		CMGT3114 or CMGT3134	Building Systems Capstone I or Construction Project Management Capstone I	1
COMMXXXX	Communication (Speech option)	3		CMGT3115 or CMGT3135	Building Systems Capstone II or Construction Project Management Capstone II	1
HMSC4120	Practicum	3		CMGT4314 or CMGT4334	Building Systems Capstone III or Construction Project Management Capstone III	3
HMSC3300	Professional Leadership in Human Sciences	3		CMGT4315 or CMGT4335	Building Systems Capstone IV or Construction Project Management Capstone IV	3

Proposed Plan of Study

Stephen F Austin State University									
Degree Map (25-26)									
Bachelor of Science Construction Management									
Freshman Year									
Course #	FALL	Pre	Cr.	Course #	SPRING	Pre	Cr.		
ENGL1301	Rhetoric & Composition (C min)		3	ENGL1302	Research & Argument		3		
HIST1301	United States History I		3	HIST1302	United States History II		3		
PHYS1305	General Physics I		3	MATH1314	College Algebra		3		
PHYS1105	General Physics 1 Lab		1	CMGT1105	Revit for Structural Systems		1		
CMGT1119	Technical Drawing		1	CMGT1205	Revit for Structural Systems Lab		2		
CMGT1219	Technical Drawing Lab		2	PHYS1307	General Physics II		3		
CMGT1301	Intro to Facility & Construction Management		3	PHYS1107	General Physics II Lab		1		
	Total Semester Hours		16		Total Semester Hours		16		
Sophomore Year									
Course #	FALL	Pre	Cr.	Course #	SPRING	Pre	Cr.		
COMM	Communication (Speech Option)		3	BLAW3335	Business Law		3		
MATH1316	Plane Trigonometry		3	ACCT2301	Principles of Financial Accounting		3		
INDS2105	Introduction to Revit		1	CMGT2339	Statics & Mechanics of Materials for Const.	MATH1316	3		
INDS2205	Introduction to Revit Lab		2	FORS2323	Surveying & Mapping	MATH1316	3		
CMGT2310	Safety Protocols in Construction		3	FORS2023	Surveying & Mapping Lab	MATH1316	0		
CMGT2211	Construction Materials & Methods		2	CMGT2346	Construction Estimating I		3		
CMGT2212	Construction Materials & Methods Lab		2						
	Total Semester Hours		16		Total Semester Hours		15		
Junior Year									
Course #	FALL	Pre	Cr.	Course #	SPRING	Pre	Cr.		
CMGT3114	Building Systems Capstone I	CMGT2310		CMGT3115	Building Systems Capstone II	CMGT3114			
-or-	-or-	-and-		-or-	-or-	-or-			
CMGT3134	Construction Project Management Capstone I	CMGT2346	1	CMGT3135	Construction Project Management Capstone II	CMGT3134	1		
GOVT2306	Texas Government		3	ECON2301	Microeconomics		3		
CMGT3319	Construction Codes, Contracts, & Law	BLAW3335	3	CMGT3315	Construction Operations	CMGT3347	3		
MGMT3370	Management Principles		3	CMGT3117	Mechanical, Electrical, & Piping		1		
CMGT3347	Construction Estimating II	CMGT2346	3	CMGT3317	Mechanical, Electrical, & Piping Lab		3		
				GOVT2305	Federal Government		3		
	Total Semester Hours		13		Total Semester Hours		14		
				Course #	SUMMER	Pre	Cr.		
				HMSC4120	Practicum	Senior	3		
				HMSC3300	Professional Leadership in Human Science	Senior	3		
					Total Semester Hours		6		
Senior Year									
Course #	FALL	Pre	Cr.	Course #	SPRING	Pre	Cr.		
CMGT4314	Building Systems Capstone Lab III	CMGT3115		CMGT4315	Building Systems Capstone Lab IV	CMGT4314			
-or-	-or-	-or-		-or-	-or-	-or-			
CMGT4334	Construction Project Management Capstone III	CMGT3135	3	CMGT4335	Construction Project Management Capstone IV	CMGT4334	3		
ERTH4312	Env & Eng Prop Soils	MATH1314	2	ARTS	Creative Arts Core		3		
ERTH4012	Env & Eng Prop Soils Lab		1	INDS4310	Sustainable Issues		3		
COMM	Communication Component Area Core		3	CMGT4325	Construction Project Administration	Senior	3		
LNG/PHL/CU	Language/Philosophy/Culture Core		3						
	Total Semester Hours		12		Total Semester Hours				

Admission to the Building Systems/Construction Project Management Capstone

Admission to the university and the construction management major does not assure admission into one of the specific capstones (Building Systems and Construction Project Management), but it does assure admission into one or the other if spaces allow. If either one of the capstones exceeds the available slots, applicants will have the choice to pursue the other capstone. Each year, a “How to Apply” session will be offered to help with the process. Make sure to determine when these will occur. Please carefully follow this process so your application gets submitted properly.

Rationale: Requirements for admission into either capstone have been established to assure that incoming students have an adequate background in mathematics and English composition. The intent is to increase the chance of success of students once they enter the program and to manage limited program resources, such as workstations, faculty oversight, and lab equipment.

Requirements and Procedure: Admission to either capstone is typically a two-step process. The first step is to become a Construction Management major and the second is to apply for either the Building Systems capstone or Construction Project Management capstone.

Students who are in the major but not in the Building Systems capstone, with advisor permission, are eligible to enroll in the Construction Project Management capstone, and vice versa as well as any non-CMGT course for which they have the prerequisites.

Prospective students for the Building Systems/Construction Project Management capstones are current and/or transferred Construction Management students who have completed the coursework and accompanying requirements stated below and have completed at least 54 credit hours.

- **Deadline:** Applications for capstones will be accepted and reviewed once a year. **All applications are due on February 28 at 1:00 PM (if February 28 falls on a weekend, applications are due the following Monday).**
- Admission to each capstone is limited to the top 36 applicants each per year.
- Physical applications must be submitted to Geneesha Deckard in room 108 Human Sciences Building North.
- Although waivers may be considered, ***students must complete the following prior to applying:***
 - ***ENGL1301: Rhetoric and Composition and ENGL1302: Research and Argument (or equivalent) courses must be completed with a grade of "C" or better.***
 - ***MATH1314: College Algebra and MATH1316: Plane Trigonometry (or equivalent) course must be completed with a grade of "C" or better.***
- ***Applicants must not be on academic probation at the time of application.***

Application Process: Each student is required to submit the following items listed below by the application deadline. Items 1, 3, and 5 are forms to be downloaded and completed by the student:

1. A completed **Checklist form** to be downloaded from the Construction Management website. A sample form is shown in Appendix A.
2. Unofficial copies of all transcripts, including transcripts indicating coursework taken at other institutions. The student **must highlight** all completed courses and corresponding grades on the transcripts that *pertain to entrance requirements for the capstone*. The latest SFASU transcript must indicate that the student is in good academic standing, as defined by the catalog.
3. A specific, realistic **Academic Plan of Study form** prepared in tabular format to be downloaded from the Construction Management website that includes a semester-by-semester list of **ALL** remaining courses that will lead to graduation (a template is available in Appendix B, as well as a list of when courses are offered).
4. A current resume.
5. A **Work Experience Detail form** to be downloaded from the Construction Management website. A sample form is available in Appendix C.
6. A signed business letter, no more than one page in length, addressed to the Construction Management Capstone Selection Committee, detailing the following items:
 - Student's work experience
 - Their academic goals and objectives
 - Addressing why the student wishes to enter the Building Systems or Construction Project Management capstone.

The letter must be addressed to:

Construction Management Capstone Selection Committee
c/o "your advisor's name"
School of Human Sciences
Stephen F. Austin State University
Human Sciences North 108
Nacogdoches, TX 75962

Note: It is the student's responsibility to complete the business letter in the correct requested format. CMGT professors will not review letters prior to submission to the program. It is the assumption that proper writing techniques were established in previous coursework.

Students should access tutoring opportunities. For all tutoring, be aware there is a scheduling process students will need to follow, *plan ahead*. Allow time to work with tutors on the letter, it may take more than one session to review the letter. **The writing centers are not an editing or proofreading service.**

Selection Criteria: Using the following objective criteria the CMGT Capstone Selection Committee will determine the top 36 students for acceptance into each capstone each academic year. If not successful, students may retake classes and reapply the following year. Following is a sample scoring of an applicant and the scores associated. Scores will then be sorted in descending order and the top 36 students will be selected to enter their desired capstone.

Building Systems/Construction Project Management Capstone Option Score Sheets example

Course	Credits	Grade (e.g. 3.0, 4.0, etc)	Credit * Grade * 2	<i>Note: Math scores will be taken as the highest two grades in college algebra and higher.</i>
MATH1314	3	3.0 (B)	$3 * 3.0 * 2 = 18$	
MATH1316	3	4.0 (A)	$3 * 4.0 * 2 = 24$	
ENGL1301	3	2.0 (C)	$3 * 2.0 * 2 = 12$	
ENGL1302	3	2.0 (C)	$3 * 2.0 * 2 = 12$	
		Sum/(credits): 8 pts possible	$(18+24+12+12) / 12 = 5.50$	

Time to Completion of Degree	Possible Score	Score
Three years	0	
Two years plus fall semester	1.00	1.00
Two years	2.00	
		2.00 pts possible

Work Experience (Include Work Experience Detail Form)	Possible Score	Score
No experience	0.00	
One summer, not construction related	0.25	
One summer construction-related experience, not with a construction company	0.50	
Two or more summers construction-related summer experience., not with a construction company	0.75	0.75
One summer construction experience	1.00	
One summer construction experience plus one summer	1.25	

construction-related experience		
Two summers construction experience	1.35	
Six months or more continuous construction experience or three or more summers	1.50	
		1.50 pts possible

Letter	Possible Score	Score
No letter	0	
Unprofessional letter	0.10	
Three or more errors (unsigned, not dated, spelling/grammar)	0.20	
Two errors (unsigned, not dated, spelling/grammar)	0.30	
One error (unsigned, not dated, spelling/grammar)	0.40	0.40
Excellent letter with no grammar/spelling errors	0.50	
		0.50 pts possible

Summary of Scoring

Item	Possible Score
GPA (in four courses above) x 2	5.50/8.00
Time to Completion of Degree	1.00/2.00
Work Experience	0.75/1.50
Letter	0.40/0.50
Total	7.65/12.00

Maintaining Major Status:

In addition to meeting the academic standards of Stephen F. Austin State University, once admitted to the CMGT program students are expected to meet the following standards specific to the program:

- A “C” grade or better must be achieved in ENGL1301, ENGL1302, MATH1314, MATH1316, and CMGT2346-Construction Estimating I, in order to enroll in either capstone option.
- If a CMGT major withdraws from SFASU for more than one semester, he/she must reapply to re-enter the capstone options the following February.
- A serious breach of ethical conduct may result in a student being dropped from the major.
- It is expected that all students will attend all class sessions and follow the attendance policy set by the course instructor. Students who do not attend class regularly for CMGT courses will be reported and reviewed by the major selection committee.

Program Expectations

Academic Performance

In addition to the section on "Maintaining **major** Status" (above), academic performance by Construction Management students is governed by the standards set forth in the University Catalog. Each student should become familiar with university policies pertaining to study load, withdrawal from a course, grade point average, repetition of courses, incomplete grades and scholastic standards. It should be noted that all required courses in the CMGT major must be taken for a letter grade. If you have questions, see your faculty advisor.

Student Ethics and Conduct

Ethical conduct is an integral part of construction education and students in the Construction Management major are expected to take full personal responsibility to comply with those aspects of the profession that are applicable to students. The dignity of the classroom setting is important to learning.

- Students are expected to be in their seats and ready to go to work by the scheduled start of class. Normal rules of courtesy and respect will prevail during class periods.
- Electronic devices (cell phones, digital readers & players, gaming devices, etc.) are to be off, inactive, or in a silent mode during class. Electronic devices may be used for taking notes and textbook access only – email, texting, game playing, web-surfing, video watching, or other similarly distracting activities are **NOT** permitted during class.
- Work completed for all courses (assignments, quizzes, exams, etc.) is expected to be yours and yours alone. Unless otherwise specified, group solutions are not acceptable for any assignment, and neither is plagiarism of information from other sources or copying of another person's work. If detected, you will fail the assignment with no opportunity to make up the work. Successive evidence of copying, including any computer files, cheating or using writings of others without proper citations during the curriculum of the Construction Management program will result in loss of a student's major status.

Volunteer Activities/Leadership

The field of construction management demands dependable and motivated contributors who are capable of handling multiple responsibilities. Work experience can effectively demonstrate these qualities, particularly when students balance employment with academic coursework, showcasing their ability to multi-task. Experience related to construction management is especially valuable, and evidence of leadership is a key factor when being considered for employment. 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 hours / year. Volunteer opportunities are posted by the CMGT department regularly.

Work Experience

As a construction management student, you will be required to complete a 3 credit-hour practicum and work a minimum of 300 hours that must be approved by the internship coordinator.

Students typically take this course in the summer before their junior or senior year. While many students choose to pursue internships each summer, only the HMSC4120 Practicum is eligible for academic credit. Other internships are solely to gain valuable experience in the industry.

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.

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), the Associated Schools of Construction (ASC), The American Institute of Constructors (AIC) 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.ascweb.org/>

<https://aic-builds.org/>

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

Sigma Lambda Chi: This is an international honorary fraternity that recognizes outstanding students in construction programs. Sigma Lambda Chi offers recognition to these students and is involved with the community through local service projects.

Career Fair: Each September and February the Construction Management and Interior Design programs holds 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.

Student Success

Advising

Advisement meetings are a critical part of the construction management program. Much effort is taken to keep students in the correct sequence. The potential consequence of getting off sequence is the addition of another 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.

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.

You will need to meet with your advisor every semester while at SFA.

<https://www.sfasu.edu/coe/student-resources/advising>

CMGT Academic and Transfer Advisor

[Crystal Deckard](#) - Academic Advisor

936.468.2901

deckardcl@sfasu.edu

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.

Study Habits

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

- Do not wait until a day or two before an assignment it's due date to begin working on projects or to study for an examination.

- Do not go several days with little or no out-of-class progress on a project only to be followed by marathon sessions before a due date.
- Utilize your class and lab time to complete work in class and use your time wisely.

Scholarships

SFA students have access to hundreds of opportunities to get scholarship funding to help with college expenses. A list of SFA scholarships are available at <https://sfasu.academicworks.com/>. Just sign in and apply. Entering/New Student Scholarships are also available. Contact runnels@sfasu.edu for scholarship information. Additional Construction Management scholarships are available through several industry organizations such as ABC, AGC, TEXO, MCA, NAHB and several others.

Specific 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
- John Glaze Scholarship

Mental Health

SFA CMGT value 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

Tucker Building

936-468-4482

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

Graduation FAQs

When should I apply for graduation?

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

Where do I apply for graduation?

Room 201, Rusk Building. View <https://www.sfasu.edu/graduation/applying> for additional information.

When is graduation?

Stephen F. Austin holds three commencement exercises a year, December, May and August. For actual dates, check the <https://www.sfasu.edu/docs/academic-affairs/calendar-academic-year-2025-2026.pdf>.

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 <https://www.sfasu.edu/graduation/applying> 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.

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.

Important Policies and Procedures

<https://www.sfasu.edu/docs/hops/04-106.pdf>

If enrolled in a Texas Public Institution Fall 2006 or after, students will be required to pay non-resident tuition if enrollment exceeds degree program by 30 attempted hours. Excessive hours include withdrawn, failed, repeated, and non-degree requirement courses.

If enrolled in a Texas Public Institution Fall 2007 or after, only allowed to drop 6 courses after the 12th class day for entire undergraduate career.

SFA specific policies

- Students must maintain an overall GPA of 2.0, a GPA of 2.0 in degree program (only SFA courses), and a GPA of 2.0 in a minor in order to graduate.
- A minimum of 30 advanced upper-level in-residence semester credit hours.

HMS specific policy

- Student is responsible for following the degree plan to ensure completion of all requirements for graduation and that it is the student's responsibility to maintain progress and know what courses are required 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;
- submitting 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 <https://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 Construction Management program when students are required to wear "professional dress." This attire might be needed to present a project, to visit a contractor's office, attend the career fair, or to interview for an internship. Building a professional wardrobe can be a financial challenge; therefore, students are encouraged to start with a basic suit and gradually add one or two items to the wardrobe each semester. This approach helps spread out the cost while ensuring you have adequate professional attire throughout the program - and give you a wardrobe for your internship and first full-time position.

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: <https://www.sfasu.edu/registrar/records/ferpa>

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: <https://www.sfasu.edu/coe/student-resources/advising>

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.

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. If extenuating circumstances require the student to request a change to the scheduled final exam, 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 Construction Management 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 construction management 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 Building Systems students. The model # and prices (subject to change) 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)- \$40
- Swanson Speed Square (#3613684)- \$12
- 3M Sanding Mask (#773514)- \$7
- Sharpie 2ct (#155448)- \$5
- 3M Safety Glasses (#516677)- \$12
- Craftsman Leather Gloves (#1348356)- \$10
- Kobalt 25ft. Tape Measure (#857851)- \$10
- Kobalt 22oz. Hammer (#2636074)- \$25
- Lowe's Carpenter's Pencil (x2) (#864928)- \$1
- Kobalt Utility Knife (#365654)- \$7
- Craftsman Lineman's Pliers (#1061230)- \$16
- Craftsman Long Nose Pliers (#1071664)- \$10
- Johnson Pocket Level (#2560881)- \$13
- Hardhat

Students receive a SFA hardhat upon completion of CMGT2310 – Safety Protocols in Construction.

Appendix A- Checklist

Construction Management Major Application Checklist Form

Application is Due by 1:00 pm February 28 to the Human Sciences Office

Last Name	First Name	Middle Initial	Student ID Number
Preferred Email:			

Building Systems	Highlight Preferred Capstone Option
Construction Project Management	

Math Requirement	Grade	Term Taken	Institution
Math1314 with a "C" minimum			
Math1316 with a "C" minimum			

English Requirement	Grade	Term Taken	Institution
ENGL1301 with a "C" minimum			
ENGL1302 with a "C" minimum			

Other Requirements (Include these with your application in the following order)	
<input type="checkbox"/>	This completed checklist
<input type="checkbox"/>	Business Letter to Construction Management Capstone Selection Committee
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Work Experience Detail form
<input type="checkbox"/>	SFA Transcript (unofficial or Course History available on MySFA is acceptable; <i>highlight courses noted above</i>)
<input type="checkbox"/>	All Other Transcripts (<i>Highlight courses if used</i>)
<input type="checkbox"/>	Academic Plan listing all courses leading to graduation

Appendix B – Plan of Study

Construction Management Academic Plan of Study Form

Fall 2026		Spring 2027		Summer 2027	
Course Name and Number	Credits	Course Name and Number	Credits	Course Name and Number	Credits
Total Credits		Total Credits		Total Credits	

Fall 2027		Spring 2028		Summer 2028	
Course Name and Number	Credits	Course Name and Number	Credits	Course Name and Number	Credits
Total Credits		Total Credits		Total Credits	

Fall 2027		Spring 2028		Summer 2028	
Course Name and Number	Credits	Course Name and Number	Credits	Course Name and Number	Credits
Total Credits		Total Credits		Total Credits	

Appendix C – Work Experience

Construction Management Program Detail of Work Experience Form Include all relevant experience <i>after</i> high school graduation Year of graduation from high school: _____			
Dates (include month and year). List most recent first	Company, location and type of work	Full-time or part time? Hours/week?	<ul style="list-style-type: none"> Duties and Responsibilities Supervised any employees?