STUDENT HANDBOOK
2011 - 2012

Mississippi State University

Revised May 10, 2011
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Introduction
This document has been assembled to familiarize undergraduate students, especially entering first-year students, with the program, policies and procedures of Building Construction Science (BCS) at Mississippi State University. Additional information regarding general university policies can be found in the MSU Bulletin and on the MSU web page at www.msstate.edu/dept/stulife.

The four-year BCS undergraduate curriculum prepares students for the comprehensive practice of building construction science in a rapidly changing world. The Building Construction Science degree program is designed to prepare graduates for careers in construction or construction-related fields. In particular, graduates will be able to manage both construction projects and also the business of construction. The curriculum is interdisciplinary and provides a knowledge base in business, engineering, and construction sciences. Apart from the fact that the program is fresh and new, it also embraces an andragogical approach which is unique and different from most building construction programs offered at other universities. As part of the process of preparing our graduates for careers in construction or construction-related fields, we introduce them to the real world of work by creating the work environment in the classroom in which they act as professionals under the mentorship and direction of instructors who are master professionals.

Presently this process commences in the Sophomore year as students are exposed to both construction projects and also the business of construction in a studio environment. They gather critical skills as part of the overall skills set required to be successful at various levels of management within construction organizations. The instructional approach emphasizes the use of case studies, precedents, and integration of multiple subject areas. This integration of a broader scope of design, engineering, construction, and business practices differs from the traditional construction technology andragogy that separates subject areas into distinct courses. The curriculum foundational areas are based on a problem-based learning (PBL) pedagogy that emphasizes the use of case studies, precedents, and integration of multiple subject areas. This integration of a broader scope of design, engineering, construction, and business practices differs from the traditional construction technology pedagogy that separates subject areas into distinct courses. Given that graduates of the Building Construction Science program are expected to be decision makers and managers in their work environment several courses have been added that empower students to realize this expectation and increase their prospects of employment.

The Building Construction Science curriculum includes a general education foundation of mathematics, science, and business and construction-specific courses including construction systems, building technology, structures, materials and methods of construction, estimating, scheduling, health and safety, construction and project management, financial management, and construction law. We are in the process of seeking accreditation from the American Council for Construction Education (ACCE). When the program receives accreditation all students in the classes that have graduated will be considered as having graduated from an accredited program.

I. Vision

Leadership in innovative construction education

II. Mission

By means of a problem-based learning andragogy that involves the use of case studies, precedents and integrated of multiple subject areas, the Building Construction Science program will prepare graduates
with a clearly defined management skill set for careers in construction or construction-related fields where effective decision-making, problem-solving and multiple forms and levels of management are required.

III. Values

- Mutual respect
- Honesty
- Integrity
- Excellence
- Democracy
- Accountability
- Innovation
- Equity

IV. History

In 2007, the Mississippi Institute for Higher Learning Board approved the formation of the undergraduate program in Building Construction Science.

V. Freshman Entrance Requirements

a. Regular Admission.

(1) Submit application for admission.
(2) Submit a $35 non-refundable application fee.
(3) Must have graduated from an approved secondary school.
(4) Request that official ACT or SAT scores be sent to Mississippi State University directly from the testing agency. MSU’s ACT code is 2220 and the SAT code is 1480. (The writing test of the SAT is not considered for admission or scholarship awarding purposes.)
(5) Submit a six-semester high school transcript to Mississippi State University, as well as an official transcript upon graduation from high school. If the applicant has attended another college, he/she should request those transcripts be sent to the Office of Admissions and Scholarships. Faxed transcripts will not be accepted.
(6) Must satisfactorily complete the following College Preparatory Curriculum (CPC) with an appropriate core grade-point average.

i. Subject: Units:

English 4 - All must have substantial writing requirements
Mathematics 3 - Algebra I, Algebra II, and Geometry or a higher level mathematics (Algebra I taken in the 8th grade will be accepted for admission purposes provided the course content is the same as the high school course.)
Science 3 - Physical Science, Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, Advanced Physics, Anatomy and Physiology, Botany, Marine Biology, or another science of comparable rigor. (Two units must be lab based.)
Social Science 3 - U.S. History 1 unit, World History 1 unit; Government 1/2 unit; and Economics 1/2 unit or Geography 1/2 unit.
Advanced Electives 2 - Elect 2 units from Foreign Language, World Geography, 4th year laboratory-based Science, and 4th year Mathematics. One of the two required units must be a Foreign Language or World Geography. (Foreign Language taken in the 8th grade will be accepted for admission purposes, provided the course is the same as the high school course.)

Computer 1/2 - Computer as a productivity tool, not as a keyboarding device.

The high school course requirements above are applicable to high school students graduating after spring 1996. Students graduating prior to spring 1996 will be screened for admission under admission standards previously in effect.

Full admission to Mississippi State will be granted to high school graduates who complete the CPC with one of the following:

· A minimum 3.20 grade-point average (GPA) on the CPC.
· A minimum 2.50 GPA on the CPC and a composite score of 16 or higher on the ACT or a combined score of 760 or higher on the SAT.
· A minimum 2.0 GPA on the CPC and a composite score of 18 or higher on the ACT or a combined score of 860 or higher on the SAT.
· Standing in the top 50 percent of the class and a composite score of 16 or higher on the ACT or a combined score of 760 or higher on the SAT.
· Satisfy the National Collegiate Athletic Association standards for student-athletes who are full qualifiers under Division I guidelines.

Applicants who fail to meet the full admission standards as listed above may, as a result of review, be admitted to the fall or summer term, provided that application materials are received prior to the first summer session. The review shall involve a consideration of high school performance, ACT/SAT scores (if available), placement testing, and special interests and skills, as well as other non-academic factors. (See Section b. Admission with Deficiencies.)

Entering freshmen who have both a high school grade-point average of less than 2.5 on the college preparatory curriculum and a composite ACT score of less than 22 will be placed in the undecided major and will be advised by the University Academic Advising Center until 30 credit hours of core classes have been completed.

A student-athlete must meet the requirements of the Southeastern Conference and the National Collegiate Athletic Association (NCAA).

Mississippi State University neither awards credit nor accepts transfer-college-credit based solely on ACT, SAT, or other comparable tests commonly administered to high school students primarily for college admissions purposes. Documents and other proof that students have met the University entrance requirements are kept on file in the Office of Admissions and Scholarships, Room 100, Montgomery Hall.

b. Admission with Deficiencies

If the initial review indicates inadequate readiness in English, reading, or mathematics, students will be required to participate in counseling and testing, which will be held on campus (and other designated locations) prior to the beginning of the summer session. Students who successfully complete the counseling and testing program will be admitted to the University, with the requirement that they participate in the year-long Academic Support Program.
Students who fail to successfully complete the counseling and testing program may be admitted with the requirement that they enroll in the Summer Developmental Program. This is a 10-week intensive program that concentrates on those high school subject areas (writing, reading, and mathematics) essential to success in first-year college courses. Students who successfully complete this summer program will be allowed to continue in the fall, with mandatory participation in the Academic Support Program during their freshman year. Developmental courses taken during the Summer Developmental Program are remedial and neither count toward a degree nor are computed in a student’s grade point average. Students who fail to successfully complete the Summer Developmental Program will be counseled to explore other post-secondary opportunities.

c. Early Admission

A superior secondary-school student may be admitted to the freshman class as an EARLY ADMISSION if he or she (a) has earned a minimum of 15 acceptable credits, (b) has earned a standard composite ACT score of 25 or an SAT combined score of 1130, (c) ranks in the upper 25 percent of his or her high school class, and (d) is recommended for early admission in a letter from the high school principal.

d. Special Program for Academically Talented Students (SPATS)

Academically talented students who (a) have finished at least their junior year in high school, as judged by their high school officials, (b) in the judgment of parents and high school administrators are mature enough to profit from a summer’s work in college, and (c) have a standard composite score of 25 on the American College Test, may apply for admission to a special summer program in which they may earn regular college credit.

A SPATS student may take a maximum of six credit hours (two courses) each summer term, selected from a list available for credit under this program. Courses taken must not be the equivalent of those which the student will take in the senior year of high school. Students are expected to return to high school and finish a normal senior year. The courses may not be substituted for high school credits to meet college admission requirements. Credit is reserved until the student has graduated from high school. Information concerning the program and application forms may be obtained by writing to: Office of Admissions and Scholarships, P.O. Box 6334, Mississippi State, MS 39762. Telephone: (662) 325-2224. Email: admit@msstate.edu.

e. Admission by Examination

An applicant who has not graduated from high school may substitute the General Educational Development Test (high school level) for the requirement of high school graduation. The GED will substitute for the requirement of high school graduation only, and not for the other requirements for freshman admission. Therefore, applicants who took the GED must submit an acceptable ACT/SAT score. An interview is required, along with review of other information. Applicants who hold the GED and who cannot meet other requirements for freshman admission may enroll at Mississippi State as transfers after meeting the normal requirements for transfer admission from another regionally accredited institution.

f. Admission of Transfer Students
1. Submit application for admission.
2. Submit a $35 non-refundable application fee.
3. Submit an official final transcript from each college or university attended; faxed transcripts will not be accepted. An applicant may not ignore previous college attendance and must list all colleges attended on the application for admission. An applicant who misrepresents information or fails to provide information about prior college attendance will be subject to disciplinary action, including dismissal from the University.
4. Submit an official high school transcript and ACT or SAT scores if they seek admission under Option 1.
5. Be in good standing at the last college or university attended.

i. Admission Option 1:

1. Submit a high school transcript and ACT or SAT scores showing that the applicant qualified initially as a freshman enrollee (see Freshman Entrance Requirements), and
2. Earn an overall 2.0 GPA (as computed by MSU) on all courses attempted at a regionally accredited institution of higher learning.

ii. Admission Option 2:

Any applicant who does not meet freshman requirements may attend a regionally accredited institution of higher learning and complete the core courses listed below and earn an overall 2.0 GPA (as computed by Mississippi State University) on all hours attempted. Official transcripts from all institutions attended must be submitted; faxed transcripts will not be accepted.

The applicant must successfully complete the following 24 semester hours of college work at a regionally accredited college: 6 semester hours of English composition, 3 semester hours of college algebra or higher level mathematics, 6 semester hours of laboratory science, 9 semester hours of transferable electives.

iii. Admission Option 3:

Any applicant who does not meet freshman requirements may attend a regionally accredited institution of higher learning and earn an A.A., B.S. or equivalent from the regionally accredited institution with a 2.0 GPA (as computed by Mississippi State University). Official transcripts from all institutions attended must be submitted.

Although the transfer applicant may meet general admissions requirements to the University, he/she may not meet the requirements for a specific department. Applicants should contact the academic department for additional requirements.

Transfer work earned from a non-regionally-accredited institution is not acceptable at Mississippi State University and applicants from these institutions must meet the admission requirements as an entering freshman.

International transfer students must meet the requirements in section 4.

g. Transfer Credits
Credits transferred from regionally accredited institutions are reproduced on the permanent records of Mississippi State University. Credits earned at another institution while on disciplinary suspension or dismissal may never be transferred or posted to the Mississippi State University record. In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training. This is done as a convenience for the student in providing him or her with an accurate consolidated record of his or her entire college career. This action is evidence that the credits are considered valid. Validity, however, is not to be confused with acceptability or applicability.

The Office of Admissions and Scholarships will accept academic transfer hours from other regionally accredited institutions. Depending on the course of study, technical credit may or may not be accepted. Remedial and Vocational credit will not be accepted. To meet graduation requirements, a transfer student must have an overall C (2.00) average, calculated by the method currently in use at Mississippi State University, on all hours scheduled and rescheduled at all institutions attended, including Mississippi State University. Excess quality points earned at other institutions cannot be used to offset any deficiencies at Mississippi State. Acceptance of junior or community college work is limited to one-half the total requirements for graduation in a given curriculum. The last half of the total hours applied toward graduation must be earned in a senior college.

i. Applicability of transfer work

Depends upon the equivalence of transfer credits with the requirements of a particular curriculum. Applicability varies from curriculum to curriculum, not only for transfer students from other institutions but for students transferring from one school or curriculum to another within Mississippi State University. In either case, the upper limit of the number of applicable credits is the number of accepted credits. Applicability is determined by the dean of the college or school to which one is admitted. Non-traditional credits awarded by another college or university will be evaluated in terms of current policy at Mississippi State University. Unless the basis for awarding the credit is readily identifiable, no credit will be allowed until such time as the student, through the awarding institution, can establish the credibility of the work. Credits for ACT, SAT, CLEP General, or other comparable tests will not be accepted as transfer credit.

VI. Curriculum

a. General Information

The curriculum leading to the Bachelor of Science (Building Construction Science) degree is outlined below:

Freshman

- EN 1103 English Composition I (3)
- MA 1313 College Algebra (3)
- PH 1113 General Physics I (3)
- BCS 1013 Architecture Appreciation (3)
- EN 1113 English Composition II (3)
- MA 1613 Calculus for Business & Life Sciences I(3)
- PH 1123 General Physics II (3)
- Humanities Elective (3)
• ST 2113 Statistics I (3)
• CE 2213 Surveying I (3)

**TOTAL HOURS 30**

**Sophomore**

• BCS 2116 Building Construction Studio I (6)
• EC 2113 Principles of Macroeconomics (3)
• BCS 2713 Passive Building Systems (3)
• BCS 2126 Building Construction Studio 2 (6)
• BCS 3904 Structures I (4)
• BCS 3723 Active Building Systems (3)
• BCS 3914 Structures II (4)

**TOTAL HOURS 29**

**Junior**

• BCS 3116 Building Construction Studio 3 (6)
• BCS 3213 Electrical Systems (3)
• ACC 2013 Principles of Financial Accounting (3)
• BCS 3713 Assemblages (3)
• EC 2123 Principles of Microeconomics (3)
• BCS 3126 Building Construction Studio 4 (6)
• ACC 2023 Principles of Management Accounting (3)
• BCS 3323 High Performance Construction (3)
• Elective (3)

**TOTAL HOURS 33**

**Senior**

• BCS 4116 Building Construction Studio 5 (6)
• BIS 3233 Management Information Systems (3)
• BCS 4126 Building Construction Studio 6 (6)
• FIN 3203 Financial Statement Analysis (3)
• BCS 4223 Professional Practice (3)
• PHI 3013 Business Ethics (3)
• Humanities Elective (3)
• Electives (5)

**TOTAL HOURS 32**

**TOTAL PROGRAM HOURS 124**

The *MSU Undergraduate Bulletin* should be consulted for course descriptions and prerequisites. In addition to the required core courses, the BCS curriculum also requires the following types of electives.
b. University Electives
In addition to the BCS Curriculum all BCS students are required to successfully complete six Humanities electives that include FL1113 Spanish 1 and any other Humanities elective from the MSU Undergraduate Bulletin.
c. **Special Electives**

Individual students or small groups under the direction of a faculty member may undertake elective credits in specialized topics. The credit received may apply toward one of the required elective courses. A student should first discuss his/her proposed topic with a faculty member who must agree to direct the special problems course. The student must then complete the Special-Problems Approval Form (Appendix F) and obtain approvals from the instructor, the advisor, and the Associate Dean within the first week of the semester. Criteria for approval include: exceptional topical value, content not available under any other structured format, faculty expertise in a specialized area and the student’s proven ability to perform well with minimum supervision.

**VII. Program Implementation**

a. **Administration**

The following individuals are responsible for the administration of the BCS program, namely

- Mr. James L. West, AIA: Dean
- Dr. David C. Lewis: Associate Dean, Director of Undergraduate Admissions, and Director of Research
- Dr. Theo C Haupt: Director, Building Construction Science
- Ms Gracie Sistrunk: Office Associate, Building Construction Science

In addition, four full-time BCS faculty members and a varying number of faculty in other departments teach the broad range of professional courses.

b. **Teaching Methods**

A studio problem-based pedagogy is employed in BCS studios. At each year level, one professor acts as the co-ordinator of each studio. Some studios may be taught on a team-teaching basis accompanied by occasional lectures and critiques by external industry experts.

c. **Class Responsibilities**

Professors provide course syllabi and make assignments either verbally or in the form of printed handouts with due dates and times. Students are responsible for obtaining information on assignments if they miss any class.

Each student is encouraged to maintain a notebook throughout his/her four-year course of study. Notebooks are useful in training students to document and record ideas and as a means of communication.

Students are expected to be prepared for a critique or review during any studio class period. For current projects, both resolved work (based on previous sessions) and new work should be available for critique and review.

Students are expected to work at their workstations, unless meeting for critique or review or participating in group discussions, during the entire scheduled studio time from 1:00-5:00 p.m. (13h00-17h00) MWF.

Students are required to have the following, namely

- Hardhat
- Safety shoes/boots
- Safety goggles/glasses
- Reflective safety vest
- Ear plugs
- Laptop computer with following software, namely
  - Excel
  - MS Project
  - PowerPoint
  - MS Word
- Scales
- Colored pencils
- Highlighters
- Own chair

The Building Construction Science Program requires all students to purchase a laptop (with related software and peripherals) when they enter the studio course sequence. It should be purchased and operational by the commencement of that semester.

When purchasing a computer students should consider the expandability of the system. How big is the hard drive? Can it be replaced? How much RAM (random access memory) does the computer have? What is the maximum amount that can be added? How good is the video card? Note that laptop video cards CANNOT be replaced. How many peripherals ports such as USB and firewire are available? It is likely that students may need to upgrade their computers (in two years) and possibly replace it in 3 to 4 years. As new software versions become available, the computer may need to be more powerful and have more storage.

Software used in the building construction fields have minimum system requirements that must be addressed carefully. Most software used in the studio and supporting classes is upgraded yearly.

Please refer to the following laptop guidelines and requirements:

<table>
<thead>
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<th>Processor:</th>
<th>Dual or Quad core Intel or AMD processor</th>
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<tr>
<td>Hard Drive:</td>
<td>Minimum 250GB (Recommended 500GB or above)</td>
</tr>
<tr>
<td>Memory (RAM):</td>
<td>Minimum 4GB (Recommended 8GB) w/ expansion capability</td>
</tr>
<tr>
<td>Video Adapter:</td>
<td>Minimum Video Adapter 256MB Nvidia or ATI (Recommended 512MB) Must Be Autodesk Revit Compatible. Check Here: Autodesk Revit Graphics Hardware List</td>
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<tr>
<td>Storage:</td>
<td>CD/DVD/RW Required, 1-8 GB portable flash drive. (250GB or greater External Hard Drive Recommended)</td>
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<tr>
<td>Screen size:</td>
<td>15inch (minimum) 1280 x 1024</td>
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<td>Network:</td>
<td>Ethernet 10/100 or 10/100/1000 built In</td>
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<td>Wireless 802.11g</td>
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<tr>
<td>Other (required):</td>
<td>8.5 x 11 Color Printer/Scanner</td>
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<td>10-15ft CAT5 Ethernet cable (required for network connections)</td>
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Digital camera

Operating System Requirements:

New Windows machines ship with Windows 7. There are several versions available but only two will work with the University's Network. Building Construction Science students are required to use Windows 7 Enterprise or Windows 7 Ultimate. New Apple Machines ship with the latest Mac operating system that is compatible with the University’s Network. Older Apple machines will need to run Mac OS 10.5 or above and have Intel Processors. PowerBooks are not acceptable.

Apple users will be required to use software that is not compatible with the Mac OS. This will require students to use Apple's Boot Camp or other Windows Emulator that allows Windows to run on the Apple Machine. Building Construction Science students are required to use Windows 7 Enterprise or Windows 7 Ultimate.

NOTE: Vista Home Edition and Windows 7 Home Edition are incompatible with the university network and are not supported by the Building Construction Science or ITS (Information Technology Services).

Suggested Software:

Each studio level has specific software requirements. Lecture courses will also have specific requirements (not unlike textbook requirements). Required software for all courses will be documented in each course syllabus.

- **Word Processing:**
  - Microsoft Office (latest version) Students License Available

- **CAD Software:**
  - AutoDesk products: Free download available to MSU students
    - http://www.its.msstate.edu/Services/Software/index.php

- **3D Modeling:**
  - Google SketchUp: Free Download: http://sketchup.google.com

- **Building Information Modeling (BIM):**
  - AutoDesk Revit: Free download available to students

- **Scheduling:**
  - Microsoft Project: (latest version) Verify class requirements

- **Other:** Verify studio requirements.

**d. Studio**

Six-credit studio courses are the core of the BCS curriculum. In addition to the 12 hours of class time, an average of 18 hours of work time per week is expected for each studio. This average includes weeks when formal class is not held due to University observed holidays. Students are expected to work in studio after class hours and to collaborate with their peers.

Professional conduct is expected from all students. Participating in the following activities in studio will result in suspension from the studio: drinking alcohol, smoking in the building, possession of any illegal substances, using toxic materials in non-designated areas, pouring solvents in the sinks where these
exist, doing project work in hallways or exit pathways, leaving food and garbage in the studios, harassing colleagues, or violation of shop safety regulations.

i. Attendance and absences

Upon registration, the student accepts the responsibilities of attending all classes, arriving on time, and doing any work the instructor may prescribe. Attendance is required at each class session and grades may be affected by unexcused absences. As this is a professional program, there will be no allowance for unexcused absences. Illnesses or emergencies will be excused with documentation in writing. Students must contact the instructor BEFORE studio meeting time if they are unable to attend class because of an illness or emergency.

When absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed and those arrangements should be made prior to the absence. The instructor is not obligated to accept work that was due during an unexcused absence.

The following are considered excused absences by the University:

- Participation in an authorized university activity;
- Death or major illness in a student’s immediate family;
- Illness of a dependent family member;
- Participation in legal proceedings or administrative procedures that require a student’s presence;
- Religious holy day;
- Illness that is too severe or contagious for the student to attend class;
- Required participation in military duties; and
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

It is the student’s responsibility to secure documentation of illness from a physician who cannot be a parent. The documentation must contain the date and time the student sought treatment. Based upon the documentation, the instructor will decide whether makeup work will be allowed. All the required documentation is due to the instructor no later than 2 weeks after the student’s absence.

Because absence from class is detrimental to the learning process, faculty may choose to penalize a student for excessive absences, which may result in a lower grade. Building construction science faculty will specify their attendance requirements as related to grading in the course outline.

With the exception of freshmen whose absences must be reported, faculty may choose to record and report the absences of all students on both the midterm and final grade reports. All attendance information submitted to the Registrar will become part of the student’s file. Faculty may also report students with continued consecutive absences to the Division of Student Affairs.

A full letter grade will be taken off of midterm and final grades on each third unexcused absence. [For example, on the third unexcused absence, a student with a grade of C will be reduced to a D; on the sixth unexcused absence, the grade will be reduced to an F. Tardies and leaving class early each count as half an unexcused absence.]
Attendance at all project reviews is mandatory whether the assigned work is completed or not. An unexcused absence from a project review will automatically result in a failing grade for that section of the project.

NOTE: Unless otherwise informed, there will be class on the last studio meeting day before all holidays and spring break. Absences on these days will be considered an unexcused absence.

A medical excuse is required for students requesting any extension of due dates or make-up exams. Upon returning to class, the student must make a written request to the appropriate instructor for an extension or permission to make up an exam and provide supporting written documentation.

ii. Assignment Due Dates
The due dates for assigned projects will be strictly adhered to and must be handed in by each student in person in class. Unexcused late projects will automatically receive a failing grade. All work assigned must be completed to pass the course. Only in the case of illness or emergency documented in writing may due date extensions be requested. Submission of a request does not automatically imply that the request has been granted.

iii. Reading Day and Finals Week
The due date for the end of the semester work may fall on the Reading Day or during Finals Week.

e. Field Trips
Field trips, an important part of building construction science education, are required as part of the class activities.

Field trip fees are assessed by the University along with tuition. The fees for 2011-2012 are:
$500 each fall semester for Juniors; and
$1,250 each Spring semester for Seniors.

NOTE: Field trip fees are non-refundable for any student enrolled in studio on the first day of classes.

However, in the event that these field trips do not take place, all charges will be reversed.

Students need to be aware that they represent the university and the program during field trips and their conduct is expected to be exemplary at all times. During visits to construction sites and offices all students are expected to wear the following, namely

- Hardhat
- Safety shoes
- Safety goggles
- Reflective vest

Failure to do so will result in students being prevented from going onto the construction site or into the offices being visited.

f. Faculty Evaluations
BCS students are given the opportunity to evaluate the teaching performance of each of their instructors as part of the process of continuous improvement. Students need to be aware that student evaluations by themselves are not the only criterion used to review the teaching performance of any instructor. Used alone, evaluation results may or may not provide accurate and appropriate information upon which to base judgments about teaching effectiveness. By themselves, student evaluations of teaching may indicate trends and provide faculty members with useful information about methods of instruction and practices. Used in combination with other types of information about teaching performance, student evaluations can yield useful information about teaching effectiveness. Therefore, the evaluations should not be used punitively to get back at an instructor but rather in a constructive manner to improve the course being taught.

Instructors will conduct official student evaluations of teaching performance during the last two weeks of the fall and/or spring semester, and during a regularly scheduled class period in the absence of the instructor. The completed survey sheets must be handed in to the main College office by the student designated to conduct the survey. This student should preferably be a member of the BCS Student Council. The survey will be conducted strictly in accordance with the accompanying written instruction and measure aspects of each of the following categories: (i) the course, (ii) the instructor, and (iii) the method of delivery.

g. Co-operative education

A Cooperative Education program is available to students having completed the third-year BCS studio. Co-op is a 12-15 month paid internship with a licensed contractor.

Interested students should notify either the BCS office or the Cooperative Education office located at 335 McCain. A student must have a MSU GPA of 2.5 to participate in the co-op program.

h. Academic Standing

Credits earned at Mississippi State University are expressed in semester hours, and units transferred from another institution are expressed in, or converted to, semester hours. In the building construction science design program, an average load of 15-18 hours per semester with a “C” or better average will enable the student to progress towards graduation. A cumulative MSU average of 2.00 must be attained in order to graduate.

The following requirements guide each student’s advancement through the program:

1. Incoming freshmen and transfer students should be aware that demonstrated proficiency in College Algebra and College Trigonometry is required prior to enrolling in General Physics I (PH 1113). Proficiency in algebra can be demonstrated by a 24 or higher on the math portion of the ACT. Proficiency in trigonometry can be demonstrated by a “B” or better in a semester-long high school trigonometry course, or by passing a CLEP test. College Algebra and College Trigonometry can also be taken at a community college or another university.

2. Once accepted into the BCS program, students are required to maintain a cumulative 2.00 MSU GPA in order to remain in the program. Any student not meeting the minimum academic qualification of 2.00 will not be allowed to enroll in the BCS program. Only courses taken at MSU or through the MSU correspondence program will raise or lower the MSU average.
i. **Academic Probation**

The following information is from the Academic Operating Policy (AOP) 12.15 entitled Academic Probation for Undergraduate Students.

Students whose cumulative MSU GPA falls below 2.00 at the end of any term will enter the next term on academic probation and will remain on probation until the GPA reaches 2.00 or higher. The course load for students on academic probation is restricted to a total of 14 credit hours; a student on academic probation who enrolls concurrently in excess of this limit in correspondence courses or at another institution will not receive credit at Mississippi State University for such courses.

After having been notified of probationary status, a student must schedule an appointment with his/her academic advisor or with the departmental probationary advisor (if the department has a probationary advisor) to devise a plan to improve their academic performance.

j. **Academic Suspension and Dismissal**

Students with a semester GPA of less than 2.00 who have attempted at least 24 hours of coursework at Mississippi State University AND who fail to meet the following MSU cumulative GPA requirements will be suspended.

k. **Degree Requirements**

To earn the Bachelor of Science (Building Construction Science) degree a student must:
- fulfill all requirements specified by the BCS curriculum as well as the university core curriculum and other requirements listed in the current *MSU Undergraduate Bulletin*, and
- satisfactorily complete the curriculum requirements with an overall 2.00 GPA in “all hours attempted” at all institutions attended (cumulative GPA) and “all hours attempted” at Mississippi State University (MSU GPA).

l. **Schedule Changes and Procedures**

To add or drop a course, students are advised to first consult with their academic advisor. They should also follow deadlines published in the *MSU Undergraduate Bulletin* and in the class master schedule for each semester. After the 30th day of classes, students may not drop a class except under specific circumstances outlined in the *MSU Undergraduate Bulletin*. Refer to Part I, Section III, Item A 9, “Schedule Changes,” of the *MSU Undergraduate Bulletin* for additional information.

m. **Withdrawal**

Students withdrawing from the university prior to the end of the period of enrollment, except for temporary absences, should initiate withdrawal procedures at the School of Building Construction Science office located in Room 140, Giles Hall. Refer to Part I, Section III, Item E, “Withdrawal,” of the *MSU Undergraduate Bulletin* and AOP 12.02: Withdrawal from the University for additional information.
n. Academic Load

Students with a GPA below 2.00 are limited to an academic load of 14 semester hours. However, designated academic support courses, such as developmental math, are excluded.

Students with a GPA between 2.00 and 2.99 are limited to 19 hours. Any student without a cumulative GPA, such as a freshman or a transfer student, will be limited to 19 hours.

Students with a GPA of 3.00 or higher may elect to take additional hours. Students in this category must secure permission from their advisor to schedule more than 19 hours and pay an “overload” fee for each hour above 19.

For additional information refer to AOP 12.22: Undergraduate Student Course load.

o. Grade Appeal

Student performance is evaluated according to academic criteria. The evaluation is not based on personalities nor is it affected by student conduct in matters unrelated to academic standards.

A student disputing a grade must first discuss the matter with the instructor. If that does not resolve the dispute, the student may submit a written grade appeal to the coordinator of the year level with copies sent to the Associate Dean and the Dean. The appeal is then reviewed at each level. If the dispute cannot be resolved by review of the instructor, the Associate Dean, or the Dean, it may be referred to the University Academic Review Board for a formal hearing. Refer to AOP 13.14: Grade Appeal and Academic Review Board for more information.

p. Academic Honesty

Academic dishonesty is defined in The Bulldog as the “unauthorized giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another on any academic work which is to be considered in the determination of the course grade or completion of other academic requirements” For further information consult AOP 12.07: Academic Misconduct on the MSU web page at www.msstate.edu/dept/audit/1207.html. Both students and faculty members are responsible for reporting cases of academic dishonesty.

There is no more important value held in any academic setting than academic honesty because the work submitted by a student represents that student’s efforts and achievements. In the School of Building construction science, an incident of plagiarism or cheating may constitute grounds for dismissal from the course and automatic failure. Traditional academic conventions for giving credit to sources must be followed.

Work for class assignments is expected to be produced by each student and carried out in its entire substantive content solely by that individual. Help on drawings, model building, etc. is generally not allowed unless it is approved in advance and done within clearly defined limits. Violations of this
policy will result in an academic penalty appropriate to the circumstance.

The MSU Academic Honesty Committee conducts hearings on charges of academic dishonesty, decides guilt or innocence, and when guilt is determined, imposes sanctions. For further information consult “Policies and Procedures for Handling Academic Dishonesty” or gain access to this information on the web at www.msstate.edu/web/security.html. (Once you have reached this site choose the following: “University Policies Relating to Students and Student record” “Academic Misconduct,” “Academic operating Policy and Procedure” “Attachment A—Policies and Procedures for Handling Academic Misconduct”).

q. **Ownership of Student Work**

All work produced by students for class assignment is the property of the Building Construction Science program and will be returned only at the discretion of the faculty. It is common practice to retain projects for exhibition and accreditation purposes.

r. **Grading Standards**

Grades are viewed as a means to communicate evaluation of student work and progress. Specific evaluation criteria will be provided with each project. Work will be evaluated through in-studio feedback and written commentary. Projects will be assigned a point value corresponding to the complexity and proportion of time that the schedule allots.

Projects during the semester may be given letters “A”, “B”, etc. Each project “A”, “B”, etc., will be evaluated and those evaluations provided to students. Students will receive a provisional cumulative grade indicating their progress in the course. Following the final project and the completion of end-of-semester assignments, they will receive a final cumulative grade.

The studio evaluation will be based on the learning which is exhibited in studio and through the process of project investigation and solution. Assigned grades are considered professional judgments based upon the stated project goals and criteria, widely accepted principles of construction practice, and the standards of the BCS program. Grading policies will follow the university guidelines below. Satisfying the expected requirements of a project demonstrates competent, professional work, and is graded as a C. Exhibiting more engagement and understanding will result in a higher grade, less will result in less.

**Incomplete**: A grade of I (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. All grades of I must be removed within thirty (30) calendar days from the date of the student’s next enrollment, but only that part of student work may be made up which was missed during the emergency for which the incomplete was granted. If a grade of I is not resolved into a passing grade within the allotted time, the grade becomes an F.

The university grading system is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Level of Achievement</th>
<th>Quality points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
</tbody>
</table>
For more information on credit, grades and academic standing, refer to AOP 12.12 at www.msstate.edu/dept/audit/mainindex.html.

To calculate the grade-point average, divide the number of grade points earned by the number of hours attempted. Students are advised to comprehend this process fully in order to keep abreast of their progress.

As a professional program, the Building Construction Science program must correlate its standards with those of the profession. Therefore, the BCS program elaborates on the MSU grade interpretations as follows:

“A” represents outstanding accomplishments that go beyond the stated objectives of the problem and conventional wisdom; represents exemplary work that contributes new insights or perspectives on those issues; solutions provoke questions.

“B” represents solving the stated problem with a high degree of skill and craft; represents good accomplishments within the stated objectives and conventional wisdom; mature concepts, development, and communication.

“C” represents a competent solution to the stated objectives of the problems and represents a satisfactory response to what was asked for but does not go beyond what is expected.

“D” represents a minimally competent response to the stated objectives of the problem; important aspects of the problem have not been solved; represents less than expected accomplishments within the stated objectives; does not provide what is asked for and what is expected.

“F” represents a significant failure to meet the acceptable level of accomplishments within the stated objectives and issues, even though the project may be complete.

“F-zero” represents little or no effort.

“I” (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his/her immediate family, or similar circumstances beyond his/her control, is unable to complete the course requirements or to take final examinations. All grades of I (incomplete) must be removed within thirty (30) calendar days from the date of the student’s next enrollment, but only that part of his/her work missed during the emergency for which the incomplete was granted may be made up. If a grade of I is not resolved into a passing grade within the allotted time, the grade then becomes an F.

Grade values for projects in Building Construction Science are:

- A+ = 10.0
- $A = 9.5$
- $A- = 9.2$
- $A-/B+ = 9.0$
- $B+ = 8.8$
- $B = 8.5$
- $B- = 8.2$
- $B-/C+ = 8.0$
- $C+ = 7.8$
- $C = 7.5$
- $C- = 7.2$
- $C-/D+ = 7.0$
- $D+ = 6.8$
- $D = 6.5$
- $D- = 6.2$
- $D-/F+ = 6.0$
- $F+ = 5.8$
- Other $F$'s range from 5.5 to 0.0

Each student should recognize that an accurate evaluation of studio and class performance goes beyond numerical values. For this reason, the faculty retains the right to raise or lower grades. This might be done, for example, to reflect a student’s improvement during the semester. Other factors that may affect the final grade include class attendance and participation.

Assignments will be smaller pieces of work that will develop particular knowledge and management skills. Quizzes when given will test specific information. Tests when given will evaluate theoretical knowledge of critical concepts and constructs. The attendance grade will allow the instructor to evaluate students on their ability to work in groups on projects and discussions in class. Peer assessments of each group member for each phase of a project will influence final grades. All projects and assignments will require the application of various software applications and be presented in appropriate technical reporting format.

5. Project requirements

Projects and assignments require students to use spreadsheet, word processing and graphic design applications in the development of their reports which will at all times be produced using correct standard professional formats for report writing. Where necessary, cover letters in the correct format will be attached to all reports. Attention needs to be given to correct language usage in terms of grammar, spelling, and syntax. All written submissions will be properly referenced both in-text and in the referencing section. Students will also from time to time during the course be required to review various texts which might be drawn from the prescribed works or from journals and present formal written critiques with application to particular construction project environments. For each project students will be required to prepare presentations that incorporate the use of presentation software such as PowerPoint including graphics and animations. Students will produce handouts based on their projects for distribution to the class. When developing drawing sections students will use CAD or SketchUp applications. For sequencing exercises they will be required to use either spreadsheet or project management software applications such as MS Project and Excel. Each of the requirements will be evaluated and form part of their final assessments.
t. Completion of Work

All projects will be graded on the basis of work submitted on, or before, the assigned due date. An incomplete project is unacceptable and will adversely affect the final grade. BCS studio syllabi and course outlines will indicate more specific policies on incompleteness at a given year level.

u. Practice, Ethics, and Liability

Building Construction Science students are often approached by relatives, friends, or others to perform building construction services. Students must be very careful when they do any building construction work without the active supervision of a licensed contractor or consultant. Students must be very explicit in informing the person that they are a student - not contractor or consultant - and that they are neither competent nor legally or ethically permitted to do the work of a licensed contractor or consultant.

If anything goes wrong with a project the student is legally and financially liable. The student will be liable even if the person tells them - or they put it in writing - that they would never sue them. A third party could be injured by their work and their client cannot waive that person's right to legal recourse.

v. Additional University Procedures

For further information regarding university procedures, requirements, and regulations, consult the current issue of the MSU Undergraduate Bulletin or the MSU web page at www.msstate.edu/dept/stulife.

VIII. Giles Hall

a. Description

Giles Hall has evolved from a structure used as a livestock-judging pavilion and a motor pool to a space that complements and fosters creative endeavors. The original structure houses classrooms, design studios, offices, IT plotting and support and the Educational Design Institute (EDI).

The 50,000 square-foot addition has three levels that contain a gallery, a 200-seat auditorium, administrative and faculty offices, the School of Architecture and Building Construction Science library and slide room, a jury room, seminar rooms, design studio and review space, the Carl Small Town Center (CSTC), the Design Research and Informatics Lab (DRIL), woodworking shop and archives. An outdoor theater that seats 150 is also available for lectures and programs.

b. Operating Procedures

1. Giles Hall is open 24 hours a day during the fall, spring, and summer terms. After 5 p.m., the studio doors in the original building are operated by an I.D. card-reader coded for BCS and SARC students only. It is important that students observe this security policy in order to assure the safety of personnel and property. Also, starting 30 minutes after the library closes, limited access to the building is provided to those students enrolled in BCS through a card reader security system.
2. Specialized facilities such as the computer lab and woodworking shop are available to authorized students during posted hours of operation, or by special arrangements. The shop should never be used without proper training and supervision.

3. The School of Architecture, Building Construction Science or Mississippi State University do not have any insurance program to cover the cost of theft that may occur in conjunction with the BCS program. Therefore, each student is responsible for maintaining and protecting his/her own property and should seek to protect the property of others. Any theft of property should be reported immediately to the office and a police report filed.

4. The multilevel spaces in the building create visual excitement and enhance the learning environment. At the same time, multilevel spaces present the potential for bodily harm if not used as intended. Students are expected to act as mature individuals and to refrain from behavior that might result in injury to themselves or others, or damage to the building.

5. Sound equipment with speakers is not allowed in Giles Hall. Headphones must be worn for all sound equipment (including TVs) at all times. Misused equipment will be confiscated.

6. The use of cellular telephones during any class time is prohibited. Students who bring their cell phones into the classroom outside of class time must keep the phones in a silent or vibrate mode and must exit the classroom to take or make phone calls. This policy will be enforced in order to protect the interests of all students. Violators will have their cell phones confiscated.

7. Students may build models and work on other projects in the carpeted areas of the building. However, if this material is not removed by 7:00 a.m. each morning, it is subject to being thrown away. Students are prohibited from using any type of aerosol, including spray paint, in the building. Using spray paint on the grass and exterior walkways is also prohibited.

8. Students may use corridor wall areas as pin-up space only when directed by the faculty. However, if this material is not removed by 7:00 a.m. each morning, it is subject to being thrown away. The glazed greenhouse section adjacent to the library may never be used for pin-up space. When using public space for pinning up and discussing work, it is the student's responsibility to clean all surfaces of tape residue.

9. Students are not permitted to bring animals inside the building, and may not leave animals on leashes outside the building.

10. Students are not permitted to bring bicycles or motorcycles inside the building. Students should park bicycles and motorcycles only in designated areas. Bicycles found inside the building will be confiscated.

11. Cigarettes or other tobacco products are not permitted in the building at any time.

12. No alcoholic beverages are permitted in the building at any time.

13. Any student involved in criminal behavior may be subject to prosecution by civil authorities.

14. At the end of each semester, all projects and equipment must be removed from the classrooms, hallways, and the Gallery by the last day of final exams. Equipment and projects left behind will be thrown away.

15. Any maintenance problems should be immediately reported to the administrative offices so that a
work order can be prepared.

16. Fire extinguishers and first-aid kits are located in various parts of the building. Students should familiarize themselves with the locations. The extinguishers are to be used only in case of emergency.

17. All trash collected in the building shall be placed in the dumpster on the loading dock, or in bags at locations designated by the faculty.

18. A 6"-0" egress path must be maintained at all times along the south wall of the barn ground floor studio. A 5'-0" egress path must be maintained at all times along the north wall of the barn ground floor studio at the glazed greenhouse section of the library. A 4'-0" egress path must be maintained at all times in all other studio spaces in the building. Any projects, equipment, or furniture found blocking these paths will be discarded.

c. Shop Operation

The School of Architecture and Building Construction Science have a well-equipped shop for student use in developing projects for class assignments. The shop supervisor has established a set of rules for the healthy, safe and effective operation of the shop. These rules of operation are based upon the following concerns: 1) the health and safety of all those using the shop; 2) the care and maintenance of the tools and equipment; and 3) the development of a “craft culture.”

The failure to comply with the procedures listed below will result in the loss of shop privileges.

1. Never use the shop when a supervisor is not present.

2. An orientation session, during which the healthy and safe operation of the major pieces of equipment is demonstrated, is given to all entering students. Students may not use any piece of equipment unless they have been trained to use it. They should not use any piece of equipment that they do not feel confident using. If students have work to do that they believe to be beyond their capabilities, they must wait until the shop supervisor can help them.

3. Students are required to own and use protective eye wear whenever operating power equipment.

4. It is the student’s responsibility to clean up all debris generated by projects, to leave the shop in a healthy, safe and useful condition for the next student, and to return all tools in their proper places.

Shop procedures:
- Students must check in with the shop supervisor upon entering the shop and present their MSU I.D. card;
- They must observe all posted warnings while using the shop;
- They must be aware of where other people are working, making sure not to endanger them or be endangered by them;
- Students must clean up debris and put tools away when finished with work. They must check-out with the shop supervisor and return any borrowed tools in exchange for their I.D. card. If they do not checkout properly, their I.D. will be turned in to the main office and they will not be permitted to use the shop again until they have retrieved their card.
IX. Howell Hall

a. Operating Procedures

1. Howell Hall is open 24 hours a day during the fall, spring, and summer terms. After 5 p.m. (17h00), the entrance door is operated by a coded lockbox for BCS students only. It is important that students observe this security policy in order to assure the safety of personnel and property.

2. Neither Building Construction Science nor Mississippi State University has any insurance program to cover the cost of theft that may occur in conjunction with the BCS program. Therefore, each student is responsible for maintaining and protecting his/her own property and should seek to protect the property of others. Any theft of property should be reported immediately to the office and a police report filed.

3. Sound equipment with speakers is not allowed in Howell Hall. Headphones must be worn for all sound equipment (including TVs) at all times. Misused equipment will be confiscated for the day.

4. The use of cellular telephones during any class time is prohibited. Students who bring their cell phones into the classroom outside of class time must keep the phones in a silent or vibrate mode and must exit the classroom to take or make phone calls. This policy will be enforced in order to protect the interests of all students. Violators will have their cell phones confiscated for the day.

5. Students may build models and work on other projects in studio areas of the building. However, if this material is not removed by 7:00 a.m. (07h00) each morning, it is subject to being thrown away. Students are prohibited from using any type of aerosol, including spray paint, in the building. Using spray paint on the grass and exterior walkways is also prohibited.

6. Students may use homosote areas as pin-up space when directed by the faculty.

7. Students are not permitted to bring animals inside the building, and may not leave animals on leashes outside the building.

8. Students are not permitted to bring bicycles or motorcycles inside the building. Students should park bicycles and motorcycles only in designated areas. Bicycles found inside the building will be confiscated.

9. Cigarettes or other tobacco products are not permitted in the building at any time.

10. No alcoholic beverages are permitted in the building at any time.

11. Any student involved in criminal behavior may be subject to prosecution by civil authorities.

12. At the end of each semester, all projects and equipment must be removed from the classrooms and hallways by the last day of final exams. Equipment and projects left behind will be thrown away.

13. Any maintenance problems should be immediately reported to the administrative offices so that a work order can be prepared.
14. Fire extinguishers and first-aid kits are located in various parts of the building. Students should familiarize themselves with the locations. The extinguishers are to be used only in case of emergency. The first aid kits will be checked regularly and restocked. Student representatives of each class on the BCS Student Council will take responsibility for this function.

15. All trash collected in the building shall be placed in the dumpster on the loading dock, or in bags at locations designated by the faculty.

16. A 6"-0" egress path must be maintained at all times along the north and south walls of the studio spaces in the building. Any projects, equipment, or furniture found blocking these paths will be discarded.

17. No cutting directly or the use of sharp instruments on the workstation surfaces is permitted. Rather cutting pads of suitable thickness must be used.

18. No changes, alterations, marking, defacing and damaging of any part of the workstations will be tolerated.

19. The workspace/station of other students will be respected at all times.

20. No graffiti or defacing of any surfaces in any rooms in Howell is permitted.

21. No tampering with the mechanical system in any studio is permitted.

X. Honors, Recognition, Awards, and Scholarship

a. The University Honors Program

Building Construction Science actively encourages qualified students to participate in the University Honors Program designed to enhance the academic experience of outstanding students. Honors courses substitute for regular courses, employ smaller sections taught by selected faculty, and focus on individual instruction. The Honors Forum is a one-credit-hour course composed of presentations by diplomats, musicians, international visitors, artists, computer specialists, writers, scientists, and other scholars and professionals. Participants in the University Honors Program may compete for University Honors Program Scholarships and benefit from other Honors activities. Each student determines his/her degree of personal participation in the University Honors Program. He/she may take a single course or pursue any one of several distinctions, all of which are identified on all academic records.

Phase I: By taking twelve hours of honors coursework and two forums, a student may earn this certification.

Phase II: By taking two honors seminars and completing the honors requirements of a major field, a student may earn the distinction and be identified as a University Honors Scholar on both transcript and Diploma.

In Building Construction Science, studios in years two and three may be taken for honors credit. To apply for honors credit, a entering (freshman) student should have a minimum composite ACT of 25 and/or an outstanding academic record. An upper level or transfer student must have a 3.4 grade-point average.
b. Phi Kappa Phi

Phi Kappa Phi is the university-wide honor society. Initiates are limited to third-year students in the upper 5% of their class and fourth-year and graduate students in the upper 10% of their class.

Membership in the Honor Society of Phi Kappa Phi is earned. Admission is by invitation and requires nomination and approval by a chapter. The governing bylaws of the Society set extremely high standards for membership:

- Undergraduate students in any department of a college or university having a Phi Kappa Phi chapter who have completed at least twenty-four (24) semester hours or the equivalent at that institution.
- Because Phi Kappa Phi recognizes and promotes academic excellence in all fields of higher education, one's field of study may be in any discipline.
- Juniors must have completed at least seventy-two credit hours and rank scholastically in the top 7.5 percent of their class.
- Seniors must rank in the top 10 percent of their class.
- Graduate students must rank in the upper 10 percent of their class.
- Eligibility may be determined separately for each academic unit within a member institution, e.g., department, school or college.
- Transfer credits are considered in determining class rank.
- Faculty, professional staff, and alumni who have achieved scholarly distinction also may be eligible for membership.

c. Sigma Lambda Chi

- **Purpose**
The purpose of Sigma Lambda Chi is to recognize outstanding students in construction. Objectives include the rendering of service to the field of construction, the development of good relations among academia, industry, and the public, and the recognition of outstanding professionals in construction and allied fields.

- **Eligibility**
Undergraduate students shall have completed the equivalent of two academic years of study toward their degree, shall have done resident study at the present institution for the preceding six months, and shall have an overall scholastic average in the upper 20% of qualified students in their program. Graduate and post-baccalaureate students shall have completed the equivalent of one half of fulltime study toward their graduate degree, shall have done resident study at the present institution for the preceding six months, and shall have an overall scholastic average in the upper 30% of qualified graduate students within their program.

Doctoral students who have finished 50 percent of qualifying coursework shall be eligible for SLC membership at the discretion of the SLC chapter advisor.

- **Major activities**
An international convention is held annually in conjunction with the Associated Schools of Construction national conference. Major chapter activities include service projects for the school and the community, sponsoring local scholarships and awards banquets, promoting construction
industry awareness, fund raising, and providing outstanding student, faculty, and constructor recognition.

- **Official contact**  
  Wesley G. Crawford, SLC Intl. Executive Director, Sigma Lambda Chi Intl., Purdue University, BCM, 401 N Grant St., Knoy 453, West Lafayette, IN 47907-2021  
  Tel: (765) 494-2468  
  Fax: (765) 496-2246  
  Email: wgcrawford@purdue.edu  
  Website: www.slc-intl.org

d. **President’s and Dean’s Scholars**

President’s and Dean’s scholars are recognized each year on the basis of fall semester grades. President’s Scholars are those students who achieve a 3.80 grade point or above; Dean’s Scholars are those who achieve a 3.50 grade-point average or above.

e. **Graduating Distinctions**

Students maintaining exceptional grade-point averages are recognized at graduation with the following distinctions: Summa Cum laude: 3.80; Magna Cum laude: 3.60; and Cum Laude: 3.40. Students who successfully complete the University Honors Program graduate “With Honors”

f. **University Scholarships**

In its commitment to recognize outstanding students whose academic credentials confirm their potential for success, Mississippi State University offers numerous scholarships to students at all year levels. In addition to applying for a variety of privately funded scholarships, entering freshmen are particularly encouraged to apply for University Academic Scholarships. These scholarships are awarded to students with outstanding ACT scores, and to National Merit and National Achievement semifinalists and finalists. In order to maintain the scholarship, students must keep their cumulative GPA above a 3.00. For more information on university scholarships and memorials, contact the University’s Office of Admissions and Scholarships by phone at 662. 325.2224 or visit the web site at www.admissions.msstate.edu.

g. **Building Construction Science Scholarships**

Each year, Building Construction Science makes a special effort to recognize student achievement through scholarships, competitions, and annual awards. These monetary awards are made possible by friends and alumni of the program, as well as by building and industry suppliers, and are awarded on the basis of demonstrated academic excellence and financial need.

h. **Building Construction Science Awards**

Each year Building Construction Science presents a number of awards. The recipients are selected in the spring, and the awards are presented at the Annual Awards and Recognition Dinner.

- **Student of the Year Awards**  
  These awards recognize the overall academic performance using their overall cumulative GPA of
a full-time student in each year of study, namely Freshman, Sophomore, Junior, and Junior. Students receive a plaque recognizing their achievement.

- **The Director’s Medallion**
  This medallion is awarded to a full-time student in their Senior or final year of study in recognition of their demonstrated leadership over their entire college years of study in service and scholarship.

**XI. Student Organizations**

In addition to the organizations and activities open to students campus-wide, the following BCS activities and organizations are available:

a. **Associated Builders and Contractors (ABC) Student Chapter**

The Associated Builders and Contractors Student Chapter is the student counterpart of the Associated Builders and Contractors (ABC). The ABC chapter sponsors many professional, social and educational events throughout the year.

All students are invited and encouraged to become active participants. Officer elections are held in the spring of each year.

b. **Dean’s Council**

The Dean’s Council consists of two students from each of the first four years of architectural study and one student from the school’s graduate program. The students are elected by their peers. This group acts as a liaison between the student body and the administration. It meets monthly with the Dean and the Associate Dean.

c. **BCS Student Council**

The BCS Student Council consists of two students from each of years of study. The students are elected by their peers. This group acts as a liaison between the student body and the BCS administration. It meets monthly with the Director.

d. **BCS Women’s Council**

The BCS Women’s Council consists of all female students in the program. All female students are invited and encouraged to become active participants. Officer elections are held in the spring of each year. This group meets with the Director once per semester.

**XII. Events**

a. **Annual Awards and Recognition Dinner**

At the end of the spring semester, faculty, students, parents, and friends of the program gather to recognize graduates and present awards. Distinguished alumni, industry representatives, advisory council members, educators, and politicians are also invited to recognize the graduating class.

b. **Annual BCS Alumni Dinner**
During Homecoming in the fall semester, BCS alumni gather with faculty each year.

c. Bcs Advisory Council Meetings

The BCS Advisory Council meets at least once in each of the Fall and Spring semesters.

XIV. Academic Advising Guidelines

a. Goals

1. To provide students with the most fruitful academic experience while enrolled in Building Construction Science.
2. Provide students with more personal guidance throughout their academic career.

b. Students

The reason for establishing the faculty advising system is to provide each student with a faculty member with whom he/she may discuss personal strategy for his/her academic careers. The faculty is not there to simply sign off on the Registration forms.

- Students should take an active interest in their academic career. They need to continually think about what they desire from their academic career—what do they want to learn; will courses in building construction science provide them with everything that they need to satisfy this objective, or are there other courses on campus in which they need to enroll?

- Students must prepare a plan for their academic career. They should write it out in the form of a proposal along with courses that they believe satisfy this plan. They should send this plan to their advisor ahead of their pre-registration meeting so he/she is aware of their intentions. This plan should respond to desires and needs; therefore, it is mutable.

- Students should not assume that the prescribed curriculum precisely outlines all of the courses and schedule of their academic career. Students should as early in their academic career develop a strategy for their electives, or for a concentration in another discipline, or whether they want to co-op after third year, or attend one of the overseas programs.

- Students should make all necessary appointments with their faculty advisor. They should come to the meeting with a plan not only concerning the upcoming semester but about their future in the program. They should be prepared to discuss.

- Students should bring all necessary material, paperwork, or forms to pre-registration meetings with their faculty advisor. It is the faculty member’s responsibility to discuss the strategy with them, not define it for them. It is their responsibility to guarantee complete accuracy of their schedule and compliance with all university regulations regarding both registration and financial aid.

c. Faculty

- Only full-time tenured and tenure-track faculty will serve as student advisors; therefore, the
number of students assigned to a faculty member will depend on the number of full-time faculty and number of students enrolled any given semester. It is expected that each faculty member will advise approximately 20 to 25 students each year.

- Each faculty member will be assigned a proportional number of students from each of the years of study.
- Each faculty member will be responsible for advising their students before and during all registration periods, attending all studio reviews when possible, responding to faculty concerns on particular student’s problems, having the student’s file on hand when advising, meeting with students to discuss their academic careers, which may include everything from choosing academic interests outside of building construction science, to choosing approved electives, to whether or when a student should co-op, and whether a student should remain in building construction science.
- Stay in contact with students who are co-oping, ease the transition both into co-oping and back into the school environment.
- Contact the Director or staff if significant problems or questions arise.
- Confirm all information that a student gives faculty regarding course work, transcripts, and procedures with Gracie, the Director, or appropriate MSU department.

d. General Requirements

All students must successfully complete the University Core, which for building construction science students entails Eng Comp 1 + 2, Physics 1 + 2, 6 hours of Social + Behavioral Science, 3 hours Fine Arts, 6 Humanities, and Business Calculus. All first-year students must successfully complete all of the prescribed first-year courses before they are admitted into the second year.

Insure that a student has successfully completed all prerequisites before admitting him/her into a course. Err on the side of satisfying a prerequisite over consent of instructor.

To receive the Bachelor of Building construction science degree, students need a total of 124 credit hours.

e. Pre-registration Meetings and Registration Week

For Spring Semester courses, pre-registration conferences with students will generally occur between the last week in October and the second week in November. Registration for classes will occur during the first week in November.

For Summer and Fall Semester courses, pre-registration conferences with students will generally occur between the last week in March and second week in April. Registration for classes will occur during the first week in April.

f. Practical Information for Registration

At each registration period, the student will receive a blue sheet, which contains personal
information and his or her registration access code or RAC number. The RAC number is needed in order to pre-register.

The student will also receive a Registration Worksheet, which is the one with both a white and a yellow sheet. It has text at the top and a table for completing the course schedule. Both the advisor and the advisee are to sign this sheet. The faculty advisor may not sign the sheet until the student has completed the form. Take the yellow sheet to Gracie Sistrunk in the BCS office so that the sheet can be placed in the student’s file.

Ms. Gracie Sistrunk will not distribute students’ academic files. She will make photocopies of portions of files for faculty members.

**g. Advising Guidelines**

- Advising is available to and encouraged of all students.
- A sign-up sheet to meet with their advisor will be posted in the main office on the glass doors or other prominent position.
- It is the student’s responsibility to sign up for an advising appointment. If they do not participate in advising, it is assumed that they understand the process and take responsibility for their registration.
- Registration Access Code (RAC) numbers will not be released until the end of the advising period unless they have either had their advising appointment or signed the waiver of advising.

**h. Advising Procedure**

Prior to the advising meeting, the student must complete and bring all the documents listed below. If the student has not completed all items, he/she will not be advised and will have to reschedule.

1. Advising Form: The form must be signed.
2. Current cumulative transcript from the MSU Banner system: Verify that it is correct and includes all courses from MSU and other institutions. It is the student’s responsibility to verify this information. Inaccuracies and missing information must be resolved by the student with the MSU Registrar.
3. CAPP Report from the MSU Banner system.
4. Marked up curriculum with all classes successfully completed or transferred as well as classes currently enrolled in.
5. MSU Registration Worksheet: This is available in the main office of Building Construction Science.

**i. Academic Probation and Financial Aid Issues**

A student with a GPA below 2.00 MSU GPA will automatically be placed on academic probation, and will not be allowed to enroll in BCS studios. If there are questions, contact the BCS Director.

A student receiving financial aid with less than a 2.00 MSU GPA may only apply courses taken at MSU to raise his/her GPA. If there are questions, contact the Admissions and Financial Aid office at 325-7428.
j. **BCS “Double-D” Policy**

A student receiving a “D” in two sequential BCS studios be it fall then spring of the same year level or spring then fall of different year levels, must repeat both BCS studios. If the student chooses to repeat the studios, he/she must receive at least a “C” in both studios to proceed in the BCS curriculum.

The advisor will be notified if one of his/her students receives the double D’s. A meeting with the student should be arranged to discuss the causes for the poor grades and options, including whether the student should remain in building construction science.

k. **Procedure for Add/Drop**

Student meets with instructor of class to inform him/her that they intend to add or drop the class. Student obtains the signatures in this order:

- Faculty of record
- Advisor (If faculty member is advisor sign at both locations)
- Associate Dean

l. **Deadlines**

All university deadlines for registration, adding and dropping courses, withdrawing from a class or the university, or any other procedure must be honored. Students will not be allowed to process these requests after these dates have passed. These dates are posted in the University Bulletin and found on the MSU website.

m. **Office Hours**

Faculty members will provide Ms. Gracie Sistrunk with office hours for regular weeks and extended hours during pre-registration week.

n. **Correspondence with Net ID**

The University assigned Net ID, made of student initials and a number such as, for example, abc1@caad.msstate.edu is an official means of correspondence. Students are expected to check their email on a daily basis.

XV. **2011-2012 Full-Time Faculty**

The following faculty either teach BCS Studios or classes that BCS students will take together with Architecture students:

**Islam El-adaway, Ph. D.**
Assistant Professor of Civil Environment Engineering & Building Construction Science: Ph.D. Iowa State University, 2008; M.Sc., The American University in Cairo, 2006; B.Sc., The American University in Cairo, 2003.

**Theodore Haupt, Ph.D., M.Phil., Pr. CM**
Associate Professor and Director of Building Construction Science, University of Florida (U.S.A) 2001; De Montfort University (U.K.) 1996; Cape Peninsula University of Technology (South Africa) 1996; 1989

Michele Herrmann,

Mark Kilgore

Christopher Monson, AIA
Associate Research Professor: M. Arch., Harvard Grad. School of Design, 1993; B. Arch., University of Minnesota, 1987

John Poros, AIA
Associate Professor and Director of Carl Small Town Center: M.Arch., Harvard Graduate School of Design, 1990; B.A., Columbia College; 1985

Justin Taylor
Assistant Professor Room

Alexis Gregory, RA
Assistant Professor M.S. Clemson B.Arch Virginia Tech

Hans C. Herrmann, AIA, NCARB
Assistant Professor of Architecture: M. Arch., Clemson University 2003.
APPENDIX A

Approval Form for Special Topics (BCS 4000/7000)

TO BE SUBMITTED NO LATER THAN THE 5th DAY OF THE SEMESTER TAKEN

Student Name: Classification: Course to be undertaken during (check one): Fall, 200__ _______ Spring, 200__ _______ Summer I, 200__ _______ Summer II, 200__ _______

Course Professor: ______________________________________

Course Title: Credits: a) Description of Content:

b) Objectives:

c) Requirements for Successful Completion:

Instructor / Student Meeting Time(s): ___________________________ Explain where this course will apply for degree requirements:

Form ST8/9/03

Signatures / Approval:
Student: Date: Recommended Not Recommended
Instructor: Date: Recommended Not Recommended
Advisor: Date: Recommended Not Recommended
Associate Dean: Date:
APPENDIX B
Building Construction Science
Scholarship Application

All applications will need to be submitted no later than the last Friday in June
NOTE: A limited amount of scholarships are awarded on a selective basis to students with a
minimum GPA of 3.0 and who also have a demonstrated financial need. The amount of the
scholarship will be a maximum of $5,000 per academic year dependent on satisfactory academic
performance.

BACKGROUND INFORMATION:
Name__________________________________________ MSUID_________
  First     M.I.      Last

Current Mailing Address:

Street          City, State        Zip Code

E-Mail: __________________________________________

County of Residence:____________________________ Country of Citizenship:____________________________

Current Telephone:____________________________ Parent(s) Telephone:____________________________

Parent(s) Name(s):________________________________________

Parent(s) Address:

Street          City, State        Zip Code

ACADEMIC CLASSIFICATION: _____ High School Senior _____ Community College Transfer
                          _____ University Transfer

SUPPORT INFORMATION/DOCUMENTATION:
  ▪ One Letter of Recommendation in support of your financial need from a knowledgeable
    non-family member.
  ▪ A 300-500 word essay that describes the nature or your financial need (including past,
    present, and future financial support from your family).
  ▪ Completion of the attached "Estimated Student Expense Cost Sheet".

_________________________   _________________________
Signature                      Today’s Date

Applications will not be complete until all the above have been received.
Mail to: Building Construction Science
        ATTN: Dr. Theo C. Haupt, Director
        899 Collegeview Street
        140 D Giles Hall P.O. Box AQ
        Mississippi State, MS 39762
### APPENDIX C

**Estimated Student Expense Cost Sheet**

Enter your estimated annual college expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU Tuition and Fees</td>
<td>$_______</td>
</tr>
<tr>
<td>Non-Resident Fees (If any)</td>
<td>$_______</td>
</tr>
<tr>
<td>Housing</td>
<td>$_______</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$_______</td>
</tr>
<tr>
<td>CoA Expenses (Include Lab Fees)</td>
<td>$_______</td>
</tr>
<tr>
<td>Studio Expenses</td>
<td>$_______</td>
</tr>
<tr>
<td>Meals</td>
<td>$_______</td>
</tr>
<tr>
<td>Personal</td>
<td>$_______</td>
</tr>
<tr>
<td>Transportation</td>
<td>$_______</td>
</tr>
<tr>
<td>Computer Expenses</td>
<td>$_______</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$_______</td>
</tr>
</tbody>
</table>

Indicate the amount of support you expect:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family contributions</td>
<td>$_______</td>
</tr>
<tr>
<td>Part-time work (off campus)</td>
<td>$_______</td>
</tr>
<tr>
<td>Work Study (on campus)</td>
<td>$_______</td>
</tr>
<tr>
<td>Summer employment</td>
<td>$_______</td>
</tr>
<tr>
<td>Savings</td>
<td>$_______</td>
</tr>
<tr>
<td>Scholarships (total)</td>
<td>$_______</td>
</tr>
<tr>
<td>Loans (total)</td>
<td>$_______</td>
</tr>
<tr>
<td>Grants (total)</td>
<td>$_______</td>
</tr>
<tr>
<td>Other</td>
<td>$_______</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$_______</td>
</tr>
</tbody>
</table>

Please list specific source(s) of scholarship(s), loan(s), and/or grant(s):

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_______</td>
</tr>
<tr>
<td></td>
<td>$_______</td>
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<td></td>
<td>$_______</td>
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<td>$_______</td>
</tr>
<tr>
<td></td>
<td>$_______</td>
</tr>
</tbody>
</table>

I am solely responsible for these loans. [_____]
My parent(s) are responsible for these loans. [_____]
I am partially responsible for these loans. [_____]
No, I do not plan to work. [_____]
Yes, I will work while attending MSU. [_____]
If yes, where will you work: [________________]
Hours per week you plan to work. [______]

__________________________  ____________________________
Signature                   Today's Date

Page 39 of 48
APPENDIX D

MISSISSIPPI STATE UNIVERSITY
FALL 2011 ACADEMIC CALENDAR

All deadlines are at 5:00 P.M. unless otherwise stated.

August 1 ....................... Freshmen and transfer students should apply for admission by this date
August 15, 16 .................. Final registration and payment of tuition and fees
August 16 ........................ New student orientation
August 17 ....................... Classes begin. Last day to request undergrad academic forgiveness OnCampus
         12:00 midnight
August 23 ....................... Last day for dropping a course without a grade (5th class day)
August 24 ........................ Last day to register or add a course (6th class day)
September 5 ..................... Holiday
September 15 ................... Thursday Game Day
September 29 ................... Last day to drop a class with a "W" grade
September 26 - October 14 .... Report progress grades on line
October 7 ........................ Mid-point of semester
October 14 ........................ Last Day to apply for December 2011 degree
         via OnCampus with $50 fee (12:00 midnight)
October 14 ........................ Last day to apply for Advanced Standing Examination
October 15 - 31 .................. Late December 2011 Degree Application via OnCampus
         $50 fee plus $50 late application fee
         ** Account balance must be paid before application is accepted
October 25 – November 2 ......... Faculty advising for pre-registration
November 3 - 11 .................. Primary pre-registration period for spring semester
November 14 ..................... Last day to withdraw from University (ten days of classes remaining)
November 1 to 18 ................ Very Late December 2011 Degree Application via OnCampus
         $50 fee plus $200 late application fee
         ** Account balance must be paid before application is accepted
November 18 ..................... Deadline (last day) to apply for December Commencement
November 21 to 25 ................ Combined Fall Break and Thanksgiving holiday
November 28 ..................... Classes resume
December 2 ........................ Classes end
December 5, 6, 7, 8, 9 ......... Final examinations
December 9 ........................ Commencement 7:00 P.M. Friday – All Colleges
December 13 ........................ Final Grades Due 12:00 noon
December 21- January 2 .......... Winter Holidays
APPENDIX E

MISSISSIPPI STATE UNIVERSITY
Spring 2012 ACADEMIC CALENDAR

All deadlines are at 5:00 P.M. unless otherwise stated.

January 6................................. Spring final registration and payment of tuition and fees
January 6................................. New student orientation
January 9................................. Classes begin

Jan 9 – Feb 29............................. Apply online for May 2012 graduation $50 fee applies (12:00 midnight)

January 13................................. Last day to drop a course without a grade (5th class day – 12:00 midnight)
January 16................................. Holiday

January 17................................. Last day to register or add a course (6th class day – 12:00 midnight)

February 20............................... Last day to drop a course with a “W” grade (30th class day)

February 27............................... Mid-point of semester
March 2................................. Last day to apply for Advanced Standing Examination

March 9................................. Spring break holidays begin at end of class day

Mar 1 – 23................................. Apply via OnCampus/MyBanner for May 2012 Graduation

$50 fee + $50 late application fee applies

** Account balance must be paid before application is accepted

March 19................................. Classes resume
Mar 20 – 30................................. Faculty advising for pre-registration
April 2-12................................. Primary pre-registration period for summer and fall semesters
April 11................................. Last day to withdraw from the University (10 class days remaining)

April 6................................. Holiday

Mar 24 to Apr 13.......................... Apply via OnCampus/MyBanner for May 2012 Graduation

$50 fee plus $200 late application fee applies

** Account balance must be paid before application is accepted

April 13................................. Deadline to apply for Commencement/Graduation

April 25................................. Classes end

April 26, 27................................. Reading – make up days
Apr 30 to May 4.......................... Final examinations

May 8................................. Final Grades Due 12:00 noon

May 11................................. Commencement - 7:00 P.M Friday

Bagley College of Engineering;
Swalm School of Chemical Engineering;
College of Veterinary Medicine – (Master’s & PhD Degrees);
College of Agriculture & Life Sciences; School of Human Sciences;
College of Forest Resources; College of Education

May 12................................. Commencement – 10:00 A.M. Saturday

College of Arts & Sciences; College of Architecture, Art & Design;
School of Architecture; College of Business;
Adkerson School of Accountancy
APPENDIX E

MISSISSIPPI STATE UNIVERSITY
Summer 2012 ACADEMIC CALENDAR

Maymester (Part of term 0)
May 8..................Final registration and payment of tuition and fees
May 9..................Classes begin. Last day to request undergrad academic forgiveness via OnCampus
12:00 midnight (1st class day)
May 9..................Last day to drop a course without a grade 12:00 midnight (1st class day)
May 10..................Last day to register or add a class 12:00 midnight (2nd class day)
May..........................9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 29, 30 Classes meet
May 15..................Last day to drop a class with a W grade (3rd class day)
May 24..................Last day to withdraw from the University (5 class days remaining)
May 28..................Holiday
May 30..................Classes end
May 31..................Reading Day (No mandatory class assignments, requirements, meetings)
June 1..................Finals
June 6..................Final grades due 12:00 noon

First Term (Part of term 2)
May 31, June 1........Final registration and payment of tuition and fees
June 1..................New student orientation
June 4..................Classes begin. Last day to request undergrad academic forgiveness via OnCampus
12:00 midnight (1st class day)
June 4..................Last day to drop a course without a grade 12:00 midnight (1st class day)
June 5..................Last day to register or add a class 12:00 midnight (2nd class day)
June 15..................Last day to apply for August graduation on line via OnCampus $50 fee
June 16 to July 13 ......Late application for August graduation on line via OnCampus $50 fee plus $50 late fee ** Account Balance must be paid before application is accepted
June 21..................Last day to drop a class (14th class day)
June 22..................Last day to withdraw from the University (5 class days remaining)
June 29..................Classes end
July 2..................Finals
July 3..................No Classes
July 4..................Holiday
July 6..................Final grades due 12:00 noon
July 14 to August 1 ......Very Late application for August graduation on line via OnCampus $50 fee plus $200 late fee
** Account Balance must be paid before application is accepted

Second Term (Part of term 3)
June 16 to July 13 ..........Late application for August graduation on line via OnCampus $50 fee plus $50 late fee
** Account Balance must be paid before application is accepted
July 3..................Final registration and payment of tuition and fees
July 3..................New student orientation
July 5..................Classes begin
Last day to request undergrad academic forgiveness via OnCampus 12:00 midnight (1st class day)
July 5...............................................Last day to drop a course without a grade 12:00 midnight (1st class day)
July 6...............................................Last day to register or add a class 12:00 midnight (2nd class day)
July 14 to August 1 .........................Very Late application for August graduation on line via OnCampus $50 fee plus $200 late fee
** Account Balance must be paid before application is accepted
July 24...............................................Last day to drop a class (14th class day)
July 25...............................................Last day to withdraw from the University (5 class days remaining)
August 1...........................................Classes end
August 2...........................................Reading Day (No mandatory class assignments, requirements, meetings)
August 3, 6.......................................Finals
August 9...........................................Final grades due 12:00 noon
August 11.................................Graduation (No Commencement Ceremony)

Ten-Week Term (part of term 1)
May 31, June 1.................................Final registration and payment of tuition and fees
June 1....................................................New student orientation
June 4...............................................Classes begin
                                           Last day to request undergrad academic forgiveness via OnCampus 12:00 midnight
                                           (1st class day)
June 5 .............................................Last day to drop a course 12:00 midnight (2nd class day)
June 6...............................................Last day to register or add a class 12:00 midnight (3rd class day)
June 15...............................................Last day to apply for August graduation on line via OnCampus $50 fee
June 16 to July 13 .........................Late application for August graduation on line via OnCampus $50 fee plus $50 late fee
July 3 - 4 ........................................Break for ten-week classes
July 9....................................................Classes resume
July 14 to August 7 .......................Very Late application for August graduation on line via OnCampus $50 fee plus $200 late fee
** Account Balance must be paid before application is accepted
July 16...............................................Last day to drop a class (28th class day)
July 25...............................................Last day to withdraw from the University (5 class days remaining)
August 1...........................................Classes end
August 3, 6.......................................Finals
August 10.........................................Final grades due 12:00 noon
August 11.................................Graduation (No Commencement Ceremony)
## Appendix G

### Course Descriptions

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1103</td>
<td>English Composition I</td>
<td>(Prerequisite: A score of 19 or above on the English section of the ACT or EN 0103). Three hours lecture. A study of logical and rhetorical principles and organizational strategies that contribute to effective writing. Honors section available.</td>
<td></td>
</tr>
<tr>
<td>EN 1113</td>
<td>English Composition II</td>
<td>(Prerequisite: EN 1103, 1163, or 1183). Three hours lecture. An expanded study of and practice in stylistics, logic, and research as contributions to analytical writing.</td>
<td></td>
</tr>
<tr>
<td>MA 1313</td>
<td>College Algebra</td>
<td>(Students with credit in MA 1713 will not receive credit for this course; Prerequisite: ACT math subscore 20, or grade of C or better in MA 0103). Two hour lecture. Two hours laboratory. Review of fundamentals; linear and quadratic equations; inequalities; functions; simultaneous equations; topics in the theory of equations.</td>
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<tr>
<td>MA 1613</td>
<td>Calculus for Business &amp; Life Sciences</td>
<td>(Prerequisite: ACT Math subscore 24, or grade of C or better in MA 1313). Three hours lecture. Algebraic and some transcendental functions, solutions of systems of linear equations, limits, continuity, derivatives, applications.</td>
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<tr>
<td>PH 1113</td>
<td>General Physics I</td>
<td>(Prerequisites: MA 1313 and MA 1323 or registration in MA 1713). Two hours lecture, one hour drill, two hours laboratory. Noncalculus-based study of the fundamental laws of mechanics, fluids, and relativity.</td>
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<tr>
<td>PH 1123</td>
<td>General Physics II</td>
<td>(Prerequisite: PH 1113). Two hours lecture, one hour drill, two hours laboratory. Noncalculus-based study of thermal physics, waves, sound, and light.</td>
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<tr>
<td>ST 2113</td>
<td>Statistics I</td>
<td>(Prerequisite: ACT Math subscore 24 (or higher for some sections) or a grade of C or better in MA 1313). Two hours lecture. Two hours laboratory. Introduction to statistical techniques; descriptive statistics, random variables, probability distributions, estimation; confidence intervals, hypothesis testing, and measures of association. Computer instruction for statistical analysis. (Same as MA 2113).</td>
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<tr>
<td>CE 2213</td>
<td>Surveying</td>
<td>(Prerequisite: Credit or enrollment in CE 1001 or Grade of C or better in ABE 2873 (ABE students only). Two hours lecture. Four hours field and problem work. Fundamentals of field measurements. Theory, selection, and use of surveying instruments; theories used in adjustment of surveys.</td>
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<tr>
<td>EC 2113</td>
<td>Principals of Macroeconomics</td>
<td>(Prerequisite: Sophomore standing.) Three hours lecture. Introduction to macroeconomics: free enterprise principles, policies, institutions; national income, employment, output, inflation, money, credit, business cycles, and government finances.</td>
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<tr>
<td>EC 2123</td>
<td>Principals of Microeconomics</td>
<td>(Prerequisite: EC 2113 and Sophomore standing.) Three hours lecture. Introduction to microeconomics: emphasizes American industrial structure, demand and supply, pricing and output, income distribution, factor pricing, international trade.</td>
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<tr>
<td>ACC 2023</td>
<td>Principals of Management Accounting</td>
<td>(Prerequisite: ACC 2013; PACC majors must have a grade of B or better in ACC 2013). Three hours lecture. Managerial accounting fundamentals including interpretation and use of management reports, cost behavior, cost</td>
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<td>Course Code</td>
<td>Course Name</td>
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<tr>
<td>3233</td>
<td>Management Information Systems</td>
<td>Three hours lecture. A survey of the components, functions, and processes of Information Systems as they relate to managing modern organization for increased efficiency and competitiveness.</td>
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<tr>
<td>2116</td>
<td>Const Design Studio 1A (Old Curriculum)</td>
<td>(Prerequisites: MA 1313, MA 1613, PH 1113, and PH 1123). Six hours laboratory. In-depth examination of construction process; project life cycle phases; building construction materials and methods; systems, construction drawing and details; and construction finishes.</td>
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<tr>
<td>2116</td>
<td>Building Construction Studio I</td>
<td>(Prerequisites: MA 1313, MA 1613, PH 1113, and PH 1123). Six hours laboratory. In-depth examination of construction process; project life cycle phases; building construction materials and methods; systems, construction drawing and details; and construction finishes.</td>
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<tr>
<td>2126</td>
<td>Const Design Studio IB (Old Curriculum)</td>
<td>(Prerequisite: BCS 2116). Six hour laboratory. In-depth study of construction related applications including health and safety, human resource management, industrial relations, environmental management, sustainability and disaster risk management.</td>
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<tr>
<td>2126</td>
<td>Build Construct Studio 2</td>
<td>(Prerequisite: BCS 2116). Six hour laboratory. In-depth study of construction related applications including health and safety, human resource management, industrial relations, environmental management, sustainability and disaster risk management.</td>
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<tr>
<td>2713</td>
<td>Passive Building Systems</td>
<td>(Prerequisite: For architecture majors ARC 1546 and PH 1123; for non-majors - consent of instructor). Three hours lecture Investigation of the morphological impacts of various environments energies on building forms and systems. Included are light, climatic, structural, and ecological factors. (Same as ARC 2713)</td>
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<tr>
<td>3116</td>
<td>Const Design Studio IIA (Old Curriculum)</td>
<td>(Prerequisites: BCS 2126) Six hours laboratory. In depth study of project management, construction management, plant and equipment management, logistics and operations management, and building pathology.</td>
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<tr>
<td>3116</td>
<td>Building Construction Studio 3</td>
<td>(Prerequisites: BCS 2126) Six hours laboratory. In depth study of project management, construction management, plant and equipment management, logistics and operations management, and building pathology.</td>
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<tr>
<td>3126</td>
<td>Const Design Studio IIB (Old Curriculum)</td>
<td>(Prerequisite: BCS 3116). Six hours laboratory. In-depth evaluation of the principles and applications of construction productivity, estimating and bidding procedures, cost alternatives, scheduling, sequencing, budgeting and project cashflow management.</td>
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<tr>
<td>3126</td>
<td>Build Construct Studio 4</td>
<td>(Prerequisite: BCS 3116). Six hours laboratory. In-depth evaluation of the principles and applications of construction productivity, estimating and bidding procedures, cost alternatives, scheduling, sequencing, budgeting and project cashflow management.</td>
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<tr>
<td>Code</td>
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<tr>
<td>BCS 3213</td>
<td>Electrical Systems</td>
<td>(Prerequisite: ARC 3723). Three hours lecture. A detailed examination of the design and construction of building electrical systems.</td>
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<tr>
<td>BCS 3323</td>
<td>Future Systems</td>
<td>(Prerequisite: BCS 3116 and BCS 3213) Three hour lecture. Advanced building fabrication and construction systems are explored including high-performance construction materials such as fiber-reinforced cement, fiber-reinforced plastics, polymeric materials, geosynthetics, masonry materials and coatings.</td>
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<tr>
<td>BCS 3323</td>
<td>High Perform Construct</td>
<td>(Prerequisite: BCS 3116 and BCS 3213) Three hour lecture. Advanced building fabrication and construction systems are explored including high-performance construction materials such as fiber-reinforced cement, fiber-reinforced plastics, polymeric materials, geosynthetics, masonry materials and coatings.</td>
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<tr>
<td>BCS 3713</td>
<td>Assemblages</td>
<td>(Prerequisites: ARC 2546 or BCS 2126 and ARC/BCS 2723). Two hours lecture and one field study. Fabrication and construction are explored in the relationship between nature of materials and methods of assembly. (Same as ARC 3713).</td>
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<tr>
<td>BCS 3723</td>
<td>Active Building Systems</td>
<td>(Prerequisites: ARC 3536 and ARC 3566 and ARC 3713 or for non-architecture majors-ARC 2713 and BCS 2116 or consent of instructor). Three hours lecture. Concentrates on defining the mechanical and electrical (active) techniques available to architects for integrating thermal comfort and life safety into the built form. (Same as ARC 3723).</td>
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<tr>
<td>BCS 3904</td>
<td>Structures I</td>
<td>(Prerequisite: MA 1613 and either ARC 2546 or BCS 2126). Three hours lecture. Three hours laboratory. Application of the principles of statics and the strength of materials on structural elements. Construction material. (Same as ARC 3904).</td>
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<tr>
<td>BCS 3914</td>
<td>Structures II</td>
<td>(Prerequisite: ARC 3904 or BCS 3904). Three hours lecture. Three hours laboratory. Design and analysis of structural elements as part of frames and other structural systems. (Same as ARC 3914).</td>
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<tr>
<td>BCS 4116</td>
<td>Const Design IIIA (Old Curriculum)</td>
<td>(Prerequisite: BCS 3126). Six hour laboratory. In-depth evaluation of the legal and contractual environment for construction activities/projects. Emphasis on specifications; dispute resolution; construction contracts and procurement systems; and project delivery modeling.</td>
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<tr>
<td>BCS 4116</td>
<td>Build Construct Studio 5</td>
<td>(Prerequisite: BCS 3126). Six hour laboratory. In-depth evaluation of the legal and contractual environment for construction activities/projects. Emphasis on specifications; dispute resolution; construction contracts and procurement systems; and project delivery modeling.</td>
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<tr>
<td>BCS 4126</td>
<td>Const Design Studio IIIB (Old Curriculum)</td>
<td>(Prerequisite: BCS 4116) Six hours laboratory. In-depth study of project controls, risk management, strategic management, construction accounting, facilities and maintenance management, and international construction and contracting.</td>
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<tr>
<td>BCS 4126</td>
<td>Build Construct Studio 6</td>
<td>(Prerequisite: BCS 4116) Six hours laboratory. In-depth study of project controls, risk management, strategic management, construction accounting, facilities and maintenance management, and international construction and contracting.</td>
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<tr>
<td>BCS 4223</td>
<td>Professional Practice</td>
<td>(Prerequisites: BCS 3126) Three hours lecture. Construction ethics are reviewed in the broader context of architecture relative to social responsibility. Additional exploration includes professional ethics and emerging best practices.</td>
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</tbody>
</table>
MSU BCS Computer Requirements
2011-12 School Year

The MSU Building Construction Science Program requires all students to purchase a laptop (with related software and peripherals) when they enter the studio course sequence. It should be purchased and operational by November 01 of the Fall semester.

When purchasing your computer consider the expandability of the system. How big is the hard drive, can it be replaced? How much RAM (random access memory) does the computer have? What is the maximum amount that can be added? How good is the video card? Be advised that laptop video cards CANNOT be replaced. How many peripherals ports such as USB and firewire are available? It is likely that you may need to upgrade the machine (in two years) and possibly replace it in 3-4 years. As new software versions become available, the computer may need to be more powerful and have more storage.

Software used in the building construction fields have minimum system requirements that must be addressed carefully. Most software used in the studio and supporting classes is upgraded yearly.

Please refer to the following LAPTOP guidelines and requirements:

Processor: Intel Core i5 or Intel Core i7
Hard Drive: Minimum 500GB (Recommended 750GB or above)
Memory: Minimum 4GB (Recommended 8GB) w/ expansion capability
Video Adapter: Minimum Video Adapter 256MB Nvidia or ATI (Recommended 512 MB)
Storage: CD/DVD/RW Required, 1-8 GB portable flash drive. (500GB or greater External Hard Drive Recommended)
Screen size: 15inch (minimum)
Network:
  Ethernet 10/100 or 10/100/1000 built In
  Wireless 802.11g
Other (required): 8.5 x 11 Color Printer/Scanner
  10-15ft CAT5 Ethernet cable (required for network connections)
  Digital camera
Operating System Requirements

New windows machines ship with Windows 7, there are several versions available but only two will work with the University's network. Building Construction Science students are required to use Windows 7 Professional, or Windows 7 Ultimate.

New Apple computers ship with the latest Mac operating system that is compatible with the University's network. Older Apple machines will need to run Mac OS 10.5 or above and have Intel processors. PowerBooks are not acceptable.

Apple users WILL be required to use software that is not compatible with the Mac OS. This will require students to use Apple’s Boot Camp or other Windows Emulator that allows Windows to run on an Apple computer. Building Construction Science students are required to use Windows 7 Professional, or Windows 7 Ultimate.

NOTE: Vista Home Edition and Windows 7 Home Edition WILL NOT WORK WITH OUT NETWORKING and are not supported by the Building Construction Science department or MSU’s Information Technology Services.

Software:

Suggested Software: Each studio level has specific software requirements. Lecture courses will also have specific requirements (not unlike textbook requirements). Required software for all courses will be documented in each course syllabus.

Word Processing
Microsoft Office (latest version) Students License Available $99
Acrobat X Pro (latest version) Standard student license available $70

CAD Software
AutoDesk products Free download available to MSU students
(http://www.its.msstate.edu/Svcs/Software/index.php)

3D Modeling
Google SketchUp Free Download: http://sketchup.google.com

Building Information Modeling (BIM)
AutoDesk Revit Free download available to students

Scheduling
Microsoft Project (latest version) Verify w/ class requirements.

Other Verify w/ studio requirements.

* Please note that Building Construction Science considers software requirements analogous to textbook purchases.