Course Description: This course focuses on the methods, processes and information necessary to manage a construction project. Course contents include the study of administrative functions and project delivery methods common in the construction industry. Documentation from project startup through closeout will be covered as well as ethics and professionalism, and written and oral communications in construction.

Credits: 3


Instructor: Dr. Qian Huang, Assistant Professor

Office: Quigley 131A

Phone: 618-453-1241

Email: qhuang@siu.edu

Please include your course title in the subject of each email.

Office hours: MWF 2:00 PM – 4:00 PM or by appointment;
OPEN DOOR POLICY: If my door is open, then please feel free to stop in.

Lecture: Quigley 007E
Grade details:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Homework</td>
<td>20%</td>
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<tr>
<td>Mid Term</td>
<td>30%</td>
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<tr>
<td>Final Exam</td>
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<td><strong>Total</strong></td>
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Grading scale:

A: 100 – 90 percent; B: 89 – 80 percent; C: 79 - 70 percent; D: below 69 percent

Course Policies

1. NO ALCOHOL or TOBACCO PRODUCTS ALLOWED IN CLASS.

2. RESPECT EVERYONE. Please do not talk while the other people are talking.

3. Use of the word processor or other technology (e.g., PowerPoint, Excel) is mandatory for all course assignments.

4. Each piece of work must be labeled with your name, date and course number.

5. No late work will be accepted. You are expected to be responsible for your own schedule. If you are going to miss class, please make arrangements prior to this for turning in work early.

6. Each student is expected to participate and to contribute in class discussions. The instructor will try to create and to maintain a successful learning environment.

7. All cell-phones, iPods, video conferencing, and other media devices are to be turned off or muted during class unless they are on an emergency service and you have consulted the instructor prior to the beginning of class.

Academic Dishonesty

Any act of plagiarism will result in automatic failure of the class and may result in dismissal from the program per university policy on such offenses. Any reference material used in assignments must be sourced properly. It is each student’s responsibility to know and comply with the SIUC Student Conduct Code and the policies in the Architecture Student Handbook.

Attendance

Students are expected to attend all lectures. If a class is missed, it is advisable for the student to talk with fellow students about what was missed. The instructor will answer questions about the material but will not cover the material again in a private session with the student. Students are expected bring their textbook and notebook (and any other items necessary for learning) to every lecture session, unless otherwise instructed by the teacher.

Homework: Late homework is not accepted.
Arrangements made PRIOR to missing class will be taken into consideration. If assignments are posted on D2L system, they will not be accepted after the deadline being passed.

**Examinations**

In the scheduled class period there will be a Mid-Term exam, **exams cannot be made up if missed.**

**Final Examination**

There will be an exam during finals week in this class.

**Additional Course Policies:**

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Here are ways to get information about changes in this course.

**SIU online:** [https://online.siu.edu/](https://online.siu.edu/)

Links to information about ongoing emergencies:
- [www.bert.siu.edu](http://www.bert.siu.edu)
- [www.dps.siu.edu](http://www.dps.siu.edu)