SYLLABUS
CE 461
Fall 2009
KAP 164
T 3:00-5:30 PM


Professor Henry M. Koffman
KAP 222
Phone: 213-740-0556    Fax: 213-744-1426
Email: koffman@usc.edu

TA:  Shuai Li
Office Hours:
   Monday, 4:00 pm - 6:00 pm
   Wednesday, 1:00 pm - 3:00 pm
   KAP 239
   [213] 810-0325
   shuail@usc.edu

Blackboard:  http://blackboard.usc.edu

8/24  Introduction/Industry/Project/Overview
    Chapter 1:  Introduction to Estimating
    Chapter 2:  Contracts, Bonds and Insurance
    Chapter 3:  Specifications

8/31  Plan Reading and Definitions
    Chapter 4:  The Estimate
    Autobiography [with color picture] Due
    Homework #1 Due
    Chapter 1 – Odd Numbers
    Chapter 2 – Even Numbers
    Chapter 3 - 1 through 12 [all]

9/6    LABOR DAY
9/7  Chapter 4: The Estimate
     Chapter 5: Overhead and Contingencies
     Chapter 6: Labor
     Quiz #1: Chapters 1-3
     Homework #2 Due
     Chapter 4 – 1 through 7 [all]

9/14 Chapter 7: Equipment
     Chapter 8: Excavation
     Homework #3 Due
     Chapter 5 - 1 through 10, 12
     Chapter 6 - 1 through 9 [all]

9/21 Field Trip

9/28 Guest Speaker: Professional Estimating
     Homework #4 Due
     Chapter 7 – 1 through 8 [all]
     Chapter 8 – 3, 5, 10, 13

10/5 MIDTERM: Chapters 1-8

10/12 Chapter 9: Concrete
     Chapter 10: Masonry

10/19 Chapter 9: Concrete
     Chapter 10: Masonry

10/26 Guest Speaker:
     Chapter 11: Metals
     Chapter 12: Wood
     Homework #5 Due:
Chapter 9 – 3, 5, 7, 9, 10, 21, 23
Chapter 10 – 1, 5, 10

11/2 Chapter 12: Wood
Quiz #2: Chapter 9 & 10
Homework #6 Due:
Chapter 11 – 3, 4, 6, 7

11/9 Chapter 13: Thermal and Moisture Protection
Chapter 14: Doors and Windows
Chapter 15: Finishes
Homework #7 Due:
Chapter 12 – 1 through 10 [all]

11/16 Field Trip
Homework #8 Due:
Chapter 13 – 1 through 6, 9, 11
Chapter 14 – 1, 3, 5, 8, 10, 11
Chapter 15 – 1, 7, 8, 9, 11

11/23 Chapter 16: Electrical
Quiz #3: Chapters 11-15

11/25 THANKSGIVING

11/30 T.A., ABET and Class/Teacher’s Evaluations
Chapter 17: Plumbing
Chapter 18: HVAC
Chapter 19: Profit
Review for Final
Homework #9 Due:
Chapter 16 – 2, 4, 5
Chapter 17 – 1 through 3, 5
Chapter 18 – 1 through 3 [all]

12/14 FINAL: Chapters 9-19 2 - 4pm
POLICIES

Examinations:
All examinations will be closed book. Notes will not be allowed. Make-up examinations will be given under extraordinary circumstances only. Missed quizzes will count as zero if prior authorization is not granted. Honor system is observed.

Grading/Values:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Participation</td>
<td>5%</td>
<td>A- to A+ = &gt; 90%</td>
</tr>
<tr>
<td>Midterm</td>
<td>40%</td>
<td>B- to B+ = &gt; 80% or “Weighted Curve”</td>
</tr>
<tr>
<td>Final</td>
<td>40%</td>
<td>C- to C+ = &gt; 70%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>D- to D+ = &gt; 60%</td>
</tr>
<tr>
<td>Homework</td>
<td>5%</td>
<td></td>
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</tbody>
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*Note: Quizzes cannot be made up without prior authorization from the Professor. Missed quizzes will count as zero.

Course Content:

A. Objectives:
1. Fulfill degree requirement.
3. Understand the principles of Construction Estimating.

B. Instructions:
1. Includes reading assignments, lectures, example problems, homework, examinations, and field trips.
2. Intention in lecture is to: focus on key ideas, work example problems, leave less important detail for reading and question asking.
3. Students will be expected to fully participate in classroom discussions and problem solving.
4. Industry speakers will present their views and opinions.
5. Tardiness will not be tolerated.
6. Absences are only excused with prior notification via e-mail and/or telephone. Three (3) unexcused absences will result in a failure grade.
7. Cell phones, pagers, etc. must be turned off.

C. Extra Credits:
1. Paper(s)
2. Professional organizational activities and membership in ASCE, AGC, CMAA, etc.
3. Field trips
4. Seminars, Symposiums Conferences, etc. [Symposium #14, ASCE PSWRC, Reno Competition, AGC 4th Annual Golf Tournament, ASCE National Convention]
D. Students with Disabilities
Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me as early in the semester as possible. Your letter must be specific as to the nature of any accommodations granted. DSP is located in STU 301 and is open 8:30 am to 5:30 pm, Monday through Friday. The telephone number for DSP is (213) 740-0776.

E. Academic Integrity
1. The University, as an instrument of learning, is predicated on the existence of an environment of integrity. As members of the academic community, faculty, students, and administrative officials share the responsibility for maintaining this environment. Faculties have the primary responsibility for establishing and maintaining an atmosphere and attitude of academic integrity such that the enterprise may flourish in an open and honest way. Students share this responsibility for maintaining standards of academic performance and classroom behavior conducive to the learning process. Administrative officials are responsible for the establishment and maintenance of procedures to support and enforce those academic standards. Thus, the entire University community bears the responsibility for maintaining an environment of integrity and for taking appropriate action to sanction individuals involved in any violation. When there is a clear indication that such individuals are unwilling or unable to support these standards, they should not be allowed to remain in the University.” (Faculty Handbook, 1994:20)

2. Academic dishonesty includes: (Faculty Handbook, 1994: 21-22)
- Examination behavior – any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the teacher.
- Fabrication – any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity.
- Plagiarism – the appropriation and subsequent passing off of another’s ideas or words as one’s own. If the words or ideas of another are used, acknowledgment of the original source must be made through recognized referencing practices.
- Other Types of Academic Dishonesty – submitting a paper written by or obtained from another, using a paper or essay in more than one class without the teacher’s express permission, obtaining a copy of an examination in advance without the knowledge and consent of the teacher, changing academic
records outside of normal procedures and/or petitions, using another person to complete homework assignments or take-home exams without the knowledge or consent of the teacher.

3. The use of unauthorized material, communication with fellow students for course assignments, or during a mid-term examination, attempting to benefit from work of another student, past or present and similar behavior that defeats the intent of an assignment or mid-term examination, is unacceptable to the University. It is often difficult to distinguish between a culpable act and inadvertent behavior resulting from the nervous tensions accompanying examinations. Where a clear violation has occurred, however, the instructor may disqualify the student’s work as unacceptable and assign a failing mark on the paper.

F. Return of Course Assignments
   Returned paperwork, unclaimed by a student, will be discarded after 4 weeks and hence, will not be available should a grade appeal be pursued following receipt of his/her grade.