

Make up work:

Make up examinations are the student's responsibility. No excuses will be accepted after the exam is given. The instructor must be notified prior to the scheduled exam. If not, the student forfeits his/her right to take the exam. Quizzes will not be made up unless the instructor has received a prior acceptable excuse for an absence.

Attendance: Attendance is mandatory and will be taken at least once every scheduled class and laboratory period. No make-ups unless qualifies for one of the following categories: 1. On an organized university trip, 2) Out due to personal illness or death in immediate family (mother, father, brother, sister, spouse, or child). Each one of these will require either a doctor's statement or a signed statement from the individual in charge of the trip.

Early finals:

Graduating seniors who need to schedule an early final should inform the instructor early in the semester.

Absences and tardies:

A student will lose a letter grade in the course each time s/he is absent and/or late 3 times. Any student entering the classroom 1 second after the scheduled starting time will be considered late.

Please turn off cell phones before entering the classroom! They disturb the class and you may be asked to leave for the day.

Late work:

All work not turned in on time will have an automatic reduction in value to 50% of its full value. Work that is not turned in by the next class will not be accepted. Exceptions to this will be as per University Policy concerning absences from class. If you know an assignment will be late for a valid reason, inform your instructor in advance to avoid unnecessary penalty.

Disability statement:

Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct:

Each student is expected to do his/her own work. Cases of dishonesty will be handled as per university regulation. It will be the policy in this course to recommend that the offender be dismissed from the university. Students can help each other in many cases without violating either the spirit or intent of the regulation. When work is handed in it should be the culmination of your creative effort and not that done by or copied from someone else.

You are expected to practice academic honesty in every aspect of this course. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

- 1) Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
- 2) Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test
- 3) Fabrication: use of invented information or falsified research.
- 4) Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Discrimination:

The policy of this department is to make your college experience as pleasant as possible. However, if at any time you feel that you are being discriminated against, belittled, or not treated appropriately, please notify the instructor either anonymously or in-person immediately after class. It is not the intention of any of the faculty in this department to make your college experience an unpleasant one. Remember, the first step in the process is to inform the instructor so s/he can be made aware of the problem and take corrective action. If the problem continues to persist, please inform the chair of the department. The dean can then be notified if the problem continues to exist after a few days. A grievance can then be filed in the Office of Student Services if there has still been no change in the instructor's behavior. It should be noted that filing a grievance is a serious act and should not be done so just because you received a bad grade on an exam or in the

course. Communication is an effective tool to solve problems and is rarely used enough. Most people are not deliberately trying to upset you, they are just not aware of your vantage point.

Cell Phones:

Cell phones are to be seen and not heard. Make sure you turn off your cell phone during class or turn it to the vibrator mode. A ringing cell phone is a distraction and is inappropriate for the classroom. Allowing your cell phone to ring and then answering is very rude. It is not considerate to your fellow classmates who have paid for the course. Please be considerate and make sure your cell phone is turned off during any of your classes. Students will be asked to leave for the day if this behavior persists. All cell phones must be turned off and out of sight during exams and quizzes.

Nonacademic misconduct:

The university respects the rights of instructors to teach and students to learn. Maintenance of these right requires campus conditions that do not impede their exercise. Campus behavior that interferes with either.

- 1) The instructor's ability to conduct the class
- 2) The inability of other students to profit from the instructional program, or
- 3) Campus behavior that interferes with the rights of others will not be tolerated.

An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Talking and offensive language and conduct:

While the instructor is talking, it is understood that no one should be talking. Students talking in class prevent other students from hearing the instructor and learning the material that is required to pass the course. It should be noted, that students who have been granted permission to talk by the instructor should not be interrupted as well. Students who interrupt the class by talking will be asked to leave. If you are caught talking during a daily quiz or exam you may be given a zero. On the second offense, you can be asked to leave. Any type of offensive language will not be tolerated in the classroom or laboratory. How you speak to your friends outside the classroom is your business, however, when you are in the classroom you must follow the Texas A&M rules of conduct. You will be asked to leave if your language or conduct is offensive.

Sexual misconduct:

Sexual harassment of students and employers at Texas A&M University-Kingsville is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Distractions:

Students should be considerate of other students. Anything that distracts from a proper learning environment will not be tolerated and is at the discretion of the instructor. This includes drugs, alcohol, weapons, radios, cell phones, children, pets, offensive clothing, video games, excessive perfumes or colognes, coming to class in need of a bath, sleeping in class, etc..

Computer use:

Class room computers will be used only for doing assigned class work. No music playing, no video games, no surfing the internet, and no visiting restricted sites will be allowed.

This is the intended list of topics, however the instructor may vary the order presented and include or exclude some material.

LECTURE TOPICS

Site layout

Introduction to concrete & reinforcing materials

Handling and placing concrete

Introduction to masonry

Masonry units & installation techniques

Floor systems

Wall and ceiling framing

Roof framing

Roofing applications

Exterior finishing

Stairs

Lumber

Nails