Instructor: Doris A. Kemp  
Office: Bobby Chain Technology Bldg. Room 233-C  
Office Phone: (601) 266-5673  
Office Fax: (601) 266-5717  
Email: Doris.Kemp@usm.edu (office)  
Website: http://icee.usm.edu/dkemp  
Office Hours: See office door and website for times in office  

University Dates:  
Please see the following link for important dates that impact enrollment: https://www.usm.edu/registrar/spring-2015-academic-calendars  
The last day a student may withdraw and receive a grade of “W” is Wednesday, April 1, 2015. After this date you will receive a letter grade.  

Prerequisites:  
Students should be able to use Microsoft Word and Power Point and possess basic computer literacy and have:  
1. Knowledge of working drawings.  
2. Knowledge of building systems.  
3. Knowledge of terminology typically used in designing and building residential, commercial, and industrial projects.  

Credit Hours:  
ACT 380 Lecture --- 3 semester credit hours  

Course Description:  
ACT 380 -- Specifications, 3 hrs. Prerequisite: ACT 336 or BCT 336. An introduction to the purpose, organization, compilation, writing and editing of architectural project specifications.  

Course Overview:  
This course is designed to provide architectural and construction students with an overview of the Project Life Cycle. Special emphasis will be on the phases of a project, various types of contracts, methods for specifying and writing specifications.  

Learning Outcome:  
In this course students will develop introductory knowledge about the construction documents used in the construction industry. This basic understanding will allow students to further develop their expertise of the construction documents used in industry by providing the framework upon which the remaining construction and architecture courses can expand.
Course Objectives:
1. Define the relationship and content of “Construction Documents”
2. Analyze the differences and similarities in types of contracts
3. Compare descriptive, performance, proprietary, and reference standard methods of specifying
4. Demonstrate appropriate language in creating a specification
5. Interpret and analyze AIA-A201 General Conditions of the Contract
6. Compile a 3-Part specification
7. Research and select appropriate products based on instructor provided performance criteria
8. Prepare for and pass the CDT (Construction Documents Technologist) certification exam

Course Communication:
The primary mode of communication will be via e-mail. The instructor will check email daily and you should receive a response within 24 hours of successfully sending the e-mail. In the event that you experience technical problems or the instructor is unable to respond due to extenuating circumstances, you are encouraged to contact the School of Construction main office staff for assistance. The phone number is (601) 266-6358.

Required Text (s) and Readings:

Class Procedures and Requirements:
See Class Schedule at the end of this document for detailed information regarding course requirements.

Technology Requirements:
You are expected to be able to use Microsoft Word and Power Point in order to complete assignments. Because hardware and software failure can occur and many times does so unannounced and close to a deadline---please ensure that you always maintain a backup and complete work well in advance of a deadline. If you do not have your own computer with these applications available then you may access the computers in the School of Construction (TEC 233) lab or the University Library.
Evaluation Criteria:
Table 1 describes the assessment items for the course.

<table>
<thead>
<tr>
<th>Assessment Number</th>
<th>Item</th>
<th>Point Value</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 Exams</td>
<td>100 points each</td>
<td>44.5%</td>
<td>Related to material covered</td>
</tr>
<tr>
<td>2</td>
<td>Project 1</td>
<td>50 points</td>
<td>11.1%</td>
<td>See guidelines for AIA-A201</td>
</tr>
<tr>
<td>3</td>
<td>Project 2</td>
<td>50 points</td>
<td>11.1%</td>
<td>See guidelines for Product Selection</td>
</tr>
<tr>
<td>4</td>
<td>Project 3</td>
<td>50 points</td>
<td>11.1%</td>
<td>See guidelines for Methods of Specifying</td>
</tr>
<tr>
<td>5</td>
<td>Complete CDT Exam</td>
<td>100 points—score will be used as an exam score to result in a total of 450 possible points in the course</td>
<td>22.2%</td>
<td>See attached information—NOTE: you must register for and take this certification exam or YOU WILL NOT PASS THE COURSE</td>
</tr>
</tbody>
</table>

**NOTE:** All grades are based on 450 points. You earn a total of 370 points = B. 

***There will be study sessions to help you prepare for the exam. You are strongly encouraged to attend all sessions!***

**Grading Scale (based on total points earned):**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>405 – 450</td>
<td>A</td>
</tr>
<tr>
<td>360 – 404</td>
<td>B</td>
</tr>
<tr>
<td>315 – 359</td>
<td>C</td>
</tr>
<tr>
<td>270 – 314</td>
<td>D</td>
</tr>
<tr>
<td>0 – 269</td>
<td>F</td>
</tr>
</tbody>
</table>

**Assessment Rubrics:**
The instructor uses assessment rubrics to evaluate student assignments. Students have access to these at the beginning of the course. Each rubric clearly details the criteria used by the instructor to award grades. Students are encouraged to review these rubrics in order to find out what they must deliver in order to receive a desired grade.
Assignment Submission/Deadlines:
It is critical that you avoid procrastination in order to succeed in the class. All assignments will be given with reasonable completion times and you are encouraged to immediately begin working on them in an effort to meet deadlines. No late work will be accepted. Early submissions are welcome.

ONLY if a student can document extenuating circumstances (complete instructor’s late work or make up test/quiz forms and attach supporting documentation) will the instructor consider accepting any assignments after the deadline or make up of a test. PLEASE DO NOT ASK FOR ANY CONSIDERATION WITHOUT SUBMITTING THE REQUIRED ITEMS LISTED ABOVE . You will receive no credit if your work is not submitted prior to or by the deadline.

All assignments submitted for the class must be typed, double-spaced 12-point standard font (Times New Roman, Courier), include page numbers, and a title page. The following information must be on each title page: Assignment Name, Course Title, Your Name, Student ID#, and Date Submitted. The preferred writing style for all submitted work is APA. Please visit the USM Library link which provides information pertaining to the APA writing style. The link is: http://www.lib.usm.edu/research/guides/apa.html

All assignments will be evaluated for grammatical and spelling errors. Points will be deducted according to the number of errors contained in the submitted work and the impact these errors have on the quality of the assignment

Academic Honesty:
The following is from The University of Southern Mississippi Undergraduate Bulletin:
“When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students.
In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, or expulsion.
Students on disciplinary suspension may not enroll in any courses by The University of Southern Mississippi.”

Plagiarism – if you are unsure what this is and how to avoid committing it, please follow the link below to complete a Plagiarism tutorial.
http://www.lib.usm.edu/research/plag/plagiarismtutorial.php

Committing plagiarism is a very serious offense and may carry severe consequences.

Writing and Speaking Centers:
Both Centers are located in the Cook Library. The Writing Center is in room 112 and the phone number is 601.266.4821. The Speaking Center is in room 117 and the phone number is 601.266.4965. The Web sites are http://www.usm.edu/speakingcenter and http://www.usm.edu/writingcenter . Both Centers are designed to assist students, at no cost, to improve their written and oral assignments. The instructor recommends that you visit them to help you improve aspects of your assignments.
ADA Policy:

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232   Fax: (601) 266-6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.
Class Schedule ***

*** This is a tentative schedule and is subject to change. If any changes are necessary, the new schedule information will be announced in class---it is your responsibility to be present to hear of these changes or find out from a classmate.

<table>
<thead>
<tr>
<th>Module (week)*</th>
<th>Topic</th>
<th>Module Focus Content</th>
<th>PDPG Reference</th>
<th>Assignment/Quiz/Test</th>
</tr>
</thead>
</table>
| 1Jan 13       | Intro               | • Read entire syllabus  
• Send email to instructor if anything is unclear and you need clarification  
• Students should read all textbook pages, review figures and examples, as well as read the instructor generated Power Point presentations and Review Questions for each module |                 |                      |
| 2Jan 15       | Project Phases      | • Identify the Stakeholders and Participants of a project  
• Name the 6 typical Project Phases  
• Identify the activities associated with each phase  
• Identify the documents produced by the Owner, Architect/Engineer, and Contactor during each phase | Chapter 2 Pgs. 9-38 |                      |
| 3Jan 20       | Formats             | • List the 2 key organizations that helped develop standards to enhance communication in construction documents  
• List the 4 formats used in construction documents  
• Describe UniFormat™, MasterFormat™, SectionFormat™ and Page Format™  
• Discuss the applications and purpose for each Format  
• List the 3-parts within SectionFormat™  
• Identify topics found in each of the 3-parts  
• Discuss the hierarchy of the Formats | Chapter 3 Pgs. 39-50 |                      |
| 4Jan 22       | Construction Documents | • Define Construction Documents  
• List the 2 parts of construction documents  
• List the forms included in Procurement Requirements  
• Discuss the legal implications of Contract Documents  
• Describe the purpose and design of the Uniform Location of Subject Matter Form  
• List the 6 components that make up the Contract Documents  
• List and describe the 2 Conditions of the Contract | Chapter 11 Pgs 217-222 |                      |
<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Topics</th>
</tr>
</thead>
</table>
| Jan 27   | Construction Contracts | - Define *contract*
- List the necessary parts of a typical construction contract
- Describe the parties involved in the primary construction contract
- Discuss the purpose of the construction agreement
- Name the standard agreement forms developed by AIA and EJCDC
- List advantages of using standard forms
- List disadvantages of using non-standard forms
- Describe the role of each of design and construction parties (Owner, Contractor, A/E)
- Discuss the 2 methods of Contractor selection, *competitive bidding* and *direct selection*
- Describe and distinguish between a *Single Prime* and *Multiple Prime* contract
- Describe and provide an application for *Design-Bid-Build, Design-Negotiate-Build, Construction Management, Design-Build, Owner-Build*, and *Integrated Project Delivery* types of contracts and project delivery methods
- Define *turnkey*
- Define and differentiate among *Stipulated (Lump) Sum, Unit Price, and Cost-Plus Fee* methods of Contractor payment
- Discuss the purpose of a GMP (Guaranteed Maximum Price) |
| Jan 29   | Construction Contracts | Chapter 5
  Pgs 67-76;  
  Chapter 7
  Pgs 109-150 |
| Feb 3    | Procurement (Bidding) Requirements | - Discuss the basic principle of the bidding process
- Discuss why bids vary
- Explain the purpose and content of plan rooms
- Describe the typical method for submission of bids
- Explain the factors which impact the time limit for bidding
- Discuss the purpose of a *Bid Depository* |
<table>
<thead>
<tr>
<th>7</th>
<th>2019-02-05</th>
<th>Feb 5</th>
<th>Conditions of the Contract</th>
<th>List and define the 2 main Conditions of the Contract</th>
<th>Chapter 11</th>
<th>Read guidelines and Start Project 1—AIA-A201 – February 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>2019-02-12</td>
<td>Feb 9</td>
<td>Drawings</td>
<td>Define and determine content of construction drawings</td>
<td>Chapter 11</td>
<td>Project #1 DUE---February 19</td>
</tr>
<tr>
<td>8</td>
<td>2019-02-19</td>
<td>Feb 19</td>
<td>Coordinating Drawings &amp; Specifications</td>
<td>List the 2 drawings which are considered Contract Drawings</td>
<td>Chapter 11</td>
<td>Exam #1 (covers Project Phases through Conditions of the Contract) – Complete on Thurs., February 19</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Details</td>
<td>Chapter/Page</td>
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</tbody>
</table>
| Feb 24| Div 1 – General Requirements               | Discuss the advantages of using generic notes to identify materials on drawings  
Discuss the standardization and generic class of material symbols used on drawings                                                                 | Chapter 11  |
| Feb 26|                                            | - Define “general” as it refers to Division 1  
- Explain the administrative and procedural aspects of General Requirements  
- Describe the hierarchy of General Conditions, Division 1-General Requirements, and Part 1-General  
- Explain the relationship of Division1 – General Requirements with bidding requirements, Conditions of the Contract, Divisions 2 – 49, and drawings | Pgs 273-282  |
| Mar 3 | Product Evaluation                          | List the 3 major steps in Product Evaluation  
Provide examples of topics for the 3 major steps  
List 5 functional characteristics associated with products  
Describe 4 practical characteristics of products  
Discuss examples of compatibility and system issues of products  
List 4 items to include when determining product cost  
Discuss the impact legal requirements, standards, and codes have on product evaluation and selection  
List 3 resources for identifying possible products to consider  
Discuss considerations for installation when determining product to use on a project  
Discuss the impact cost and maintenance have in product selection | Chapter 10  |
| Mar 5 | Allowances, Alternates & Unit Prices        | Discuss the impact using allowances, unit price, and alternates may have on a construction project  
Define cash and quantity allowances  
Distinguish between a cash and a quantity allowance  
Discuss when to use a cash allowance  
List the items that an A/E must indicate are included in an allowance  
Discuss the disadvantages of using a cash allowance | Chapter 8   |

Read guidelines and start on Project #2 (Product Selection)—March 3
<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Details</th>
<th>Chapter/Reading</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| 12 Mar 17 | Methods of Specifying                        | - List the 4 methods of specifying  
- Define the 4 methods of specifying  
- List the 2 prescriptive methods of specifying  
- List the steps in preparing a descriptive specification  
- Compare a performance and descriptive specification  
- Describe the items which are typically addressed in a reference standard  
- State the guidelines for using reference standard methods of specifying  
- Name and distinguish between the 2 types of proprietary specifications  
- Discuss the advantages and disadvantages of using proprietary specifications  
- Identify characteristics of Shortform Specifications and know when to use them. | Chapter 11 Pgs. 260-288 | Project #2 DUE – March 19 |
| 13 Mar 19 | Warranties                               | List and define the 2 main types of warranties  
Differentiate among *Black’s Law Dictionary* warranty related legal terms  
Define an express, full, implied, and limited warranty  
Discuss how the legal system defines guaranty versus warranty  
Discuss the purpose of terms and conditions for construction warranties  
Discuss the limitations and exclusions that may be associated with product warranties  
Discuss the term “duration” as it relates to warranties  
Discuss the aspects of the UCC governed purchasing warranty | Chapter 11 Pgs 300-306 |                          |
| 14 Mar 24 | Preliminary Project Descriptive & Outline Specs | - Describe the purpose and parts of the preliminary project descriptions  
- Discuss the tasks outline specification help to accomplish  
- Define the content of outline specifications  
- Recognize the articles associated with outline specifications | Chapter 9 Pgs. 181-187 | Read Guidelines and start on Project #3 (Methods of Specifying) – March 24 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Details</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Mar 26</td>
<td>Bidding &amp; Contract Document</td>
<td>Determine when contract modifications are necessary to use modifications. Discuss the impact “unknown conditions” have on modifications. Discuss the role hazardous materials has in modifications. Define substitutions. Discuss the role the A/E has related to substitutions. Describe general concerns of the A/E related to substitutions. Explain the impact using substitutions can have on the construction process. Relate the problems associated with using “or equal” clauses.</td>
<td>Chapter 13 Pgs 418-423; Chapter 11 Pgs 282-286</td>
</tr>
<tr>
<td>16 Apr 2</td>
<td>Specifications Language</td>
<td>List and define the 4 Cs (principles) of specification writing. Describe considerations when including vocabulary, spelling, symbols, punctuation, numbers, abbreviations, capitalization and grammar in specifications writing. Recognize terms frequently misused in writing specifications. Differentiate between imperative and indicative moods of writing sentences. Define <em>streamlining</em> as it relates to writing specifications.</td>
<td>Chapter 11 Pgs 247-263</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Writing Specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete CDT Exam---class</td>
<td>You must register for the CDT exam by completing the form attached to this packet and giving to Mrs. Kemp no later than Thursday, March 5, 2015. The cost of the exam is $105 for students—payment form must be credit card or money order. If you do not take the exam you will receive an “F” in the ACT 380 course regardless of your performance on other course assessments and assignments. You must have valid ID and the name you use to register for the CDT exam MUST match the name on the ID (no nicknames).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>will take the exam on Friday, April 24th</td>
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</tr>
</tbody>
</table>

**Exam #2 (covers Drawings through writing Specifications) –Complete on Tuesday, April 21**