Welcome to new students in the Construction Engineering and Management Program. Please follow these brief housekeeping rules to simplify business processes.

**Portrait Photo:**
- Please see the program director as soon as possible to have a portrait photo taken to post to the program website e.g. if you are working on a research project or have won a scholarship, and possibly to add to brochures about the program. Dress code for the photo is interview.

**Current Resume:**
- Please keep a current resume on file with the program director and update it every semester while you are a student in the program. Email it as an electronic file named “Resume - Lastname, Firstname.doc” as a Word document.

**Communication:**
- The best method of get in touch with the program director is by email. In turn, it is expected that students check their CUA email daily and respond to requests timely.
- There are no posted office hours, since the program director is available most of the time for brief items from students. In case of urgent commitments of the program director, e.g. due to research work, a longer meeting can be scheduled.
- Communication through email, memos, and other submittals should be performed at a professional level. Apply the same care and respect to them as you would for a business letter. In other words, include a clear subject, salutation, description of the issue, signature, and labeled attachments (if any). Colloquialisms, all uppercase or all lowercase letters, missing punctuation, etc. are not appropriate.

**Internships:**
- See separate handout on internship requirement for undergraduate students. Graduate students should discuss with their advisor if and how an internship is possible and can contribute to their studies, research, and career objectives.

**Surveying:**
- See separate handout on surveying requirement for undergraduate students.

**Events Photos:**
- Please pick up a blank CD-ROM from the program director and kindly share photos from extracurricular engineering events that you took for the department electronic archive.
Scholarships:
- Students in the department have traditionally been very successful in winning internships from various professional organizations. Students are most strongly encouraged to apply, as often the chances of success are quite high and few students take on the effort of assembling an application package with application form, essay (if needed), transcript, and letter of support. The academic advisor will write a letter of support for scholarship applications provided a current resume is on file and sufficient advance notice (at least one week) is given by the student.

Department Office:
- The assistant to the chair in the department office is a great resource for students and can help you with many smaller items, e.g. advising sheets. Please stop by if you need assistance.

Computer Laboratory:
- Pangborn Hall room G-23 is the civil engineering design laboratory, also known as the student lounge, is a popular place for students to work on their assignments and interact. Room G-3 is the primary computer laboratory classroom and room 302 is an alternative computer laboratory classroom. Please see the assistant to the chair for the door codes.

Undergraduate Advising:
- See the yellow tracking sheet for the program and its dependency structure flowchart (available in the department office). New students must take the mathematics placement test serious and try their best to pass it successfully, as it determines which mathematics course can be taken. Initial mathematics and physics courses are the foundation for all subsequent engineering courses.
- Note that while it may be possible to work changes that deviate from the prescribed sequence into the curriculum, the later they occur the more difficult it will become to graduate on time, as numerous courses built upon each other.
- The Department of Civil Engineering automatically places an academic advising hold onto the account of every student at the end of every semester. This ensures that all students are advised in person for the next semester before the current semester is over. The department typically holds an advising party for all undergraduate students. All students should own a current copy of the course catalog and the schedule of classes. Students should prepare their advising sheet (plan of studies for the following semester), which they pick up from the department office, before being advised. After advising, both the student and the academic advisor sign the advising sheet, and the assistant to the chair of the department adds it to the student’s file and releases the hold. Afterwards, generally no changes from this advising sheet are allowed unless consulting with the academic advisor first.

Electives:
- Undergraduate students concentrating in the Construction Engineering and Management Program must complete 135 credit hours of course work, including 9 electives (of which 6 are non-technical electives (ENG 101, DR 205, PHIL 362 plus 3 courses selected from separate list) and 3 are religion electives) and two program electives selected from regular master’s degree options sheet. Under the five-year bachelor-and-master’s degree program, these two program electives may be double-counted also toward a master’s degree.
Graduate Advising:
- See also the general guidelines for undergraduate students. Advising meetings are individually held, not as a group. Graduate students should prepare a memorandum containing their complete plan of studies listing all courses and semester using the graduate program descriptions at the beginning of their studies and update it every semester with their academic advisor. Graduate students should generally meet or communicate with the program director at least every two weeks, but better weekly for half an hour to an hour about the recent progress on their thesis or dissertation topic. A regular weekday and time is usually set for meetings for the following semester or summer session and individual appointments are not necessary unless e.g. conference travel necessitates changes. Students must prepare a weekly progress memorandum listing and describing the items that have been worked on for the meeting and new issues or questions to be addressed. Bring the progress memorandum and any new documents (e.g. chapter drafts, scholarly papers found) as one paper printout and submit them electronically on a USB memory key or via email as well. It should be named “Progress memo – FirstName LastName, Month Day, Year.doc” consistently.

Literature Review:
- Graduate research (and undergraduate independent studies and essays) live off performing a quality library research and literature review. Please see the separate handouts with a recommended sequence, catalog search engines, and citation and referencing guidelines.