



# Construction Science Seminar Policies

## CNS 016

**Attend 4  
CNS seminars  
each semester.**

**Failure to attend 4  
seminars will result in a  
grade of NC and  
in a "hold" being  
placed on your KSIS  
account. The hold will  
prevent you from enrolling  
or modifying your course  
schedule until make-up  
credit is approved.**

**Make-up papers for  
the current semester are  
due the last day  
of finals.**

**Make-up papers for prior  
semesters can be  
submitted at any time.**

**Completed papers should  
be sent to Shannon  
Casebeer by email  
(scasebeer@ksu.edu).**

**KANSAS STATE  
UNIVERSITY**

For additional questions regarding  
make-up requirements,  
please contact:

Shannon Casebeer  
G.E. Johnson Dept. of Architectural  
Engineering and  
Construction Science  
Phone: 785-532-5964  
Office: Seaton 2083  
E-mail: scasebeer@ksu.edu

### WHY DO WE HAVE SEMINARS?

The purpose of Construction Science (CNS) Seminar is to expose students to the profession, the department, and the departmental student groups and their activities. Our student groups arrange the seminars and invite private companies to speak to the students. The company representatives, many being our own alumni, are excited to have the opportunity and are donating their time and travel to present at these seminars. Our student group leaders work hard to support the department and promote activities of interest for our wide range of students. The seminars are the one place where we all get together to receive student group and department information. It is for these reasons that we expect professionalism from the students both in their seminar attendance and in their behavior during seminar. We realize not all topics will be of interest to all students but we feel it is not too much to ask to show up and be attentive one hour per month to learn more about your future profession and colleagues. Start preparing now for the expectations of future employers.

### WHAT ARE THE ATTENDANCE REQUIREMENTS?

Attendance is required at all four of the CNS seminars. However, students are allowed to use one ARE seminar as a make-up if they are unable to attend one of the CNS seminars. All other make-up credits shall be approved in advance by the instructor. Student signatures or electronic scan of KSU student I.D. will be taken at each seminar to confirm attendance - failure to sign the attendance sheet or to scan your I.D. will result in no credit for that seminar date. **Signing the attendance sheet for others or scanning another student's I.D. are considered violations of the K-State Honor System.**

### WHAT IF I HAVE A COURSE CONFLICT WITH SEMINAR?

Students that have legitimate course conflicts with seminar will be excused from Attendance. Contact the instructor if you're enrolled in another course that prevents you from enrolling in Seminar. Credit will not be given until the end of the semester after the department office confirms you completed the conflicting course.

### WHAT IF MY NAME DOESN'T APPEAR ON THE SIGN-IN SHEETS?

If your name does not appear on the printed paper sign-in sheets, it means you are not officially enrolled in seminar. If you are not enrolled, then your card scan will not be properly recognized. You must be enrolled in CNS 016 through KSIS, otherwise we are NOT able to recognize your attendance or give you the credit points. If necessary, you can get help with enrolling in the departmental office or see instructor.

### WHAT IF I DON'T ATTEND ALL FOUR REQUIRED SEMINARS?

If you don't end the semester with four seminars attended, you will receive a grade of NO CREDIT (NC) which will result in a "hold" being placed on your KSIS account. This hold will prevent you from completing your future enrollments. If you receive NO CREDIT for a semester, the only way to make up your attendance shortfall is to write a ten-page research paper **for each missed seminar** and submit to the course instructor. All research paper topics must be approved by the instructor, in advance.

### MAKEUP PAPER SPECIFICATIONS

A separate research paper (or alternate make-up as determined by the instructor) is required for each missed seminar.

1. Length: 10 pages (typed)
2. Line Spacing: Double-spaced
3. Margins: 1"
4. Fonts: Arial or Times New Roman, 12-point
5. In addition, provide a single cover page and a single reference page (bibliography) which count toward the 10 page min. requirement.

Updated 08/16/21