



# ARE Seminar Policies

## ARE 020

Attend 3  
ARE seminars  
each semester.

A grade of NC will  
result 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 by email  
to Jake Hamilton  
or Derek Clements.

**KANSAS STATE**  
UNIVERSITY

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

Jake Hamilton  
Phone: 913-375-0478  
Office: Seaton 0001  
E-mail: [jakehamilton@k-state.edu](mailto:jakehamilton@k-state.edu)

Derek Clements  
Phone: 972-861-0386  
Office: Seaton 0001  
E-mail: [dclements@ksu.edu](mailto:dclements@ksu.edu)

### WHY DO WE HAVE SEMINARS?

The purpose of Architectural Engineering 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 three of the ARE seminars. However, students are allowed to use one CNS seminar as a make-up if they are unable to attend one of the ARE seminars. **All other make-up credits shall be approved in advance by the instructor.** Attendance will be taken via Canvas at each seminar to verify credit - failure to enter your raffle ticket number into the Canvas assignment will result in no credit for that seminar date. Obtaining a raffle ticket for others that are not attending so they enter it into Canvas is considered a violation of the K-State Honor System.

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

For course conflicts with seminar, get help enrolling in the departmental office **and** see the instructor to be excused for the semester.

### WHAT IF MY NAME DOESN'T APPEAR IN CANVAS?

If you do not have access to the ARE Seminar Canvas course, then you are not enrolled in seminar and should enroll in ARE 020 through KSIS as soon as possible. You can get help with enrolling in the departmental office, if necessary.

### WHAT IF I DON'T ATTEND THREE SEMINARS?

If you don't end the semester with four approved seminars attended, you will receive NO CREDIT (NC) which will result in a "hold" being placed on your KSIS account. If you receive NO CREDIT for a semester, the only way to make it up is to submit a ten-page paper **for each missed seminar** to Jake Hamilton, the ARE seminar instructor. The topic must be related to architectural engineering and **approved in advance** by the instructor. Students are to expand the topic they have selected as they see fit. This may include, but is not limited to: producing a report from current publications and periodical articles, producing a personal experience paper based on the topic, relating the topic to engineering advancements for society, combining topics and showing their relationship in the Arch/Eng/Const (AEC) market, etc.

### PAPER SPECIFICATIONS

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

1. 10 pages (typed)
2. Double-spaced
3. 1" margins
4. Arial or Times Roman 12 font
5. In addition, provide a cover page and a reference page which do not count in the 10 pages.

Updated 8/23/2023