



Construction Science Seminar Policies

CNS 016

**Attend 3
CNS seminars
each semester.**

**Failure to attend 3
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.**

**Instructors will assign
topics and due dates for
makeup research papers.**

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

**Completed papers should
be sent to Steve Schaffner
by email
(sschaffner@ksu.edu).**

**KANSAS STATE
UNIVERSITY**

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

Steve Schaffner,
sschaffner@ksu.edu
or
Shannon Casebeer,
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 completion of a Canvas attendance quiz will be taken at each seminar to confirm attendance - failure to sign the attendance sheet or to complete the quiz will result in no credit for that seminar date. **Signing the attendance sheet or completing the attendance quiz for another student 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 I AM NOT ENROLLED OR MY NAME DOESN'T APPEAR ON THE SIGN-IN SHEETS?

If you can't see the Canvas course or 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 we are UNABLE 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 THREE REQUIRED SEMINARS?

If you don't end the semester with three seminars attended and three points earned, 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 and due dates 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.