



BALL STATE  
UNIVERSITY

## SYLLABUS

### CM 365 – Construction Safety

#### Course Information

Course number and title	CM 365: Construction Safety
Credits	3 Credits
Term	Spring 2026
Meeting times	Tuesday and Thursday from 12:30 pm - 1:45 pm
Meeting location	Applied Technology Building 130 (subject to change)
Instructor Name	Dr. Sharmin Kader

#### COURSE DESCRIPTION

This course is designed to study the practices used to establish a safe and healthful environment for construction site personnel/occupants, and includes codes and requirements of safety and health regulating agencies.

**Course Objectives:** Having completed the course, students will:

1. Understand the principles of good Safety Management.
2. Be able to discuss and analyze real situations of health and safety issues.
3. Read and analyze literature involving health and safety topics.
4. Be able to use appropriately the terminology common to health and safety.
5. Become familiar with Industrial Hygiene, PPE, Ergonomics, and Hazard Communication.
6. Develop a project safety plan

**Student Learning Outcomes (ACCE):** This course addresses Student Learning Outcomes # 3 (Create a construction project safety plan) as part of the program accreditation by the American Council of Construction Education (ACCE).

#### Required Tools and Equipment

- Equipment: Proper PPE will be required for all site visits when applicable, including but not limited to: hard-sole boots, 4"+ sleeves, hard hat, and safety glasses; the general contractor may require additional PPE not listed herein and at their discretion.
- Pen, Drawing Pencil, Colored markers
- Laptop, iPad, or Computer and internet access
- Photo collage computer program (i.e., PowerPoint, Photoshop, etc.) for presentation

#### Required Textbook

Mancomm Publishing, *What Everyone Must Know about OSHA Construction* (Paperback)

#### Recommended Textbook

Pearson Higher Education, *Construction Safety and Health*, 2nd Edition (eBook will also work)

#### GRADING POLICIES

Students should refer to the Academic section in Student Rules and Regulations.

1. Students' performance will be evaluated based on the following components:

Mid-term Exam	10 %
Final Exam	10 %
Project Safety Plan (Individual)	25 %
Final Project (Group)	20 %
Graded class activities (quizzes, short presentations, etc.)	25 %
Class attendance, active participation, and professionalism	10 %
<b>Total Points</b>	<b>100 %</b>



2. The grading method will be specified in the assignment statement. The final semester grade will reflect all of the student's work through the course of the semester and will use the following standards.

<b>Grade</b>	<b>Percentage</b>
A	100 to 94
A-	93.9 to 90
B+	89.9 to 87
B	86.9 to 84
B-	83.9 to 80
C+	79.9 to 77
C	76.9 to 74
C-	73.9 to 70
D+	69.9 to 67
D	66.9 to 64
D-	63.9 to 60
F	59.9 and below

**LATE WORK** with a delay of 0-2 days will receive a 10-point deduction in the grade; 3-7 days with 20-point deduction. **LATE WORK WITH MORE THAN 7 DAYS OF DELAY WILL NOT BE ACCEPTED.**

Exception to the grading scale policy will occur under the following conditions:

- 1.) Failure to comply with the Class attendance/Assignment/Test Policies
- 2.) Abuse of equipment, laboratory facilities, and/or materials
- 3.) Failure to perform activities as assigned

Grades/points are earned with accuracy of information provided; timeliness of submissions; attendance, and through effort and collaboration on team assignments/projects.

Students are responsible to submit work in a professional appearance and organized manner, including, but not limited to: neatness, accuracy of information, grammatically correct structure, and reflective of proper techniques/practices.

Final Exam Schedule, <https://www.bsu.edu/about/administrativeoffices/registrar/faculty-and-staff/universitycalendars>

### **Other Pertinent Grading Information**

Earning an "A" is not automatic, nor is it based upon turning in required work on time or working hard. These are expected of every student. To earn an "A", the student must show an extraordinary devotion to the work and a willingness to push him/herself to a new level of comprehension.

### **ATTENDANCE POLICIES**

The University views class attendance as the responsibility of an individual student. Attendance is essential to complete the course successfully. University rules related to excused and unexcused absences are located online at [www.bsu.edu](http://www.bsu.edu). Project due dates will be provided in the project statements. Students should contact the instructor if work is turned in late due to an absence that is excused under the University's attendance policy. In such cases, the instructor will either provide the student an opportunity to make up any quiz, exam, or other graded activities or provide a satisfactory alternative to be completed within 30 calendar days from the last day of the absence. There will be no opportunity for students to make up work missed because of an unexcused absence.

### **Other Pertinent Attendance Information**

**Two points will be deducted for one unexcused absence. 30-minute late will be counted as an absence. More than three unexcused absences will lead to a failure in this class.**



**Attendance:** Attendance may be taken at any time the professor chooses during the class period. Be careful of late arrival and early departure as they could result in an unexcused absence. You are expected to attend and participate in each class session for the entire period. You are also expected to be prepared with the proper supplies/materials and to turn in assignments on time. If you arrive after attendance has been taken, it is your responsibility to contact the instructor immediately after class otherwise you will remain absent.

**Missed Classes:** You are permitted two unexcused absences if your course meets two times a week. You are permitted three unexcused absences if your course meets three times a week. Each unexcused absence afterward will lower your final grade 10% per each unexcused absence thereafter as directed by the professor.

For excused **and** unexcused absences, the following applies:

- If you miss a class you must check with fellow students to find out what you missed. Your instructor will not hold private make-up teaching sessions with you due to your absence. It is your responsibility to keep yourself up-to-date with class materials.

For \*excused absences, scan and email the following to your professor:

- *funeral*: documentation that shows your relationship to the deceased.
- *illness*: an official doctor's excuse for date(s) missed.
- *field trips*: an official field trip notice for date(s) missed including your name and signed with appropriate signatures.
- If you have special circumstances (lengthy illness, death in family, etc.) *contact the professor immediately* to make plans for keeping up with work during your absence.

**\*All documentation must be submitted within one week of incident date in order to be valid.**

**Technology Use:** There will be appropriate times to use technology during class. Your professor will let you know when it is appropriate to use technology. Otherwise, turn off and put away all cellphones, iPods, iPads, laptops, etc. during lectures, class discussions, and student presentations. Inappropriate use of technology will be recorded and deducted from your final grade if necessary.

**Digital File Backup:** Be sure to backup digital files daily to an external source other than your laptop (OneDrive, external hard drive, server outside of the university, etc.). Crashes, theft, and loss of information is your responsibility. Digital file failures are not an excuse for late assignments.

**Assignment Completion:** Careful attention has been given to allow the appropriate amount of time to complete projects; assignments typically take between two to three hours of homework time, outside of class, for every one hour in class.

**Class Time:** Long hours will be spent in this space which means that life needs to happen in the space as well, i.e., food, beverages, communication with family/friends, study for other courses, etc. However, class meeting times are reserved for class-specific work. Take care of your personal business before or after class, i.e., buying supplies for class, attending to non-related university business, etc. Scheduled studio and class times are not appropriate times to text, e-mail, take calls, or work on outside projects.

**Class/Lab Usage:** Students shall always conduct themselves in a responsible and professional manner, including cleanliness, language, attire, participation and following all posted policies.

Cell phone use (including texting) is prohibited during class unless the instructor deems usage applicable for an in-class assignment. Student's usage of a phone during class is subject to point deduction to their overall grade. Laptop use is permitted during class contingent the student(s) remain on task and views materials which are appropriate and related to the course. Laptop use will be prohibited for students who violate this courtesy and are subject to point deduction to their overall grade, also.

**Communication & Correspondence:** You will need to check your official BSU email account daily. Doing so will allow you to view announcements, participate in class activities, prepare for and complete assignments, quizzes and projects. Regular Canvas use is critical to accessing course information, announcements, quizzes, lectures and assignments. You will need to log into your Canvas course frequently. The course instructor has the authority to make changes to these course policies at any point during the semester. These changes will be promptly communicated to the class.

**Academic Dishonesty:** Academic dishonesty will not be tolerated by the Department of Construction Management and Interior Design. The Student Academic Ethics Policy can be found under the Student Code in the Calendar of Events Handbook.



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**No Generative AI Use:** All work conducted and/or submitted in this course should reflect your own ideas and demonstrate your current knowledge, abilities, and skills. Therefore, generative AI should not be used to complete any portion of the assignment(s). Doing so constitutes a violation of Ball State University's Student Academic Ethics Policy.

#### **Other Helpful Links:**

- [www.bsu.edu/studentrights/academicethics](http://www.bsu.edu/studentrights/academicethics) - The Academic Ethics policy is section VII of the Code.
- <http://www.bsu.edu/pledge> - A direct link to the Beneficence Pledge.
- [www.bsu.edu/studentrights/disruption](http://www.bsu.edu/studentrights/disruption) - Disruption in classrooms, offices, and other facilities supporting the University is prohibited by Code section 5.2.9.
- The entirety of the Ball State Code of Student Rights and Responsibilities (Code) is published on-line at <http://www.bsu.edu/studentcode>.

#### **Required University Statements and Policy**

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

#### **Providing Access and Opportunity for Students with Disabilities**

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu).

#### **Inclusive Statement**

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our *Beneficence Pledge*. For Bias Incident Response information,

go to <https://www.bsu.edu/campuslife/multiculturalcenter/bias-incident-reporting> or email [mc2@bsu.edu](mailto:mc2@bsu.edu).

#### **Civility Statement**

“In a civil classroom environment, the atmosphere is to be a safe place to learn, express, and question. As such, respectful behavior is expected at all times. Students may disagree, question, and counter viewpoints presented without fear of attack or reprimand. Behavior such as talking with classmates at inappropriate times, reading the newspaper, using electronic devices for non-classroom activities, sleeping in class, allowing cell phones and pagers to sound, are considered inappropriate and disrespectful in a civil classroom environment.”

#### **Ball State Freedom of Expression Statement**

<https://www.bsu.edu/about/freedom-of-expression/freedom-of-expression-statement>

#### **Course Schedule**

To support a learning experience that is responsive to the needs, interests, and pace of our class community, the course schedule may shift over the semester. The most current version of the schedule will always be available on Canvas. I encourage you to check Canvas regularly for updates and contact me if you have any questions.

#### **Syllabus Resources**

Visit <https://www.bsu.edu/about/administrativeoffices/vice-provost/faculty-services/syllabus-resources> for additional University policies and resources.

#### **Subject to Change Statement**

This syllabus is subject to change in the event of extenuating circumstances.