



# CNS 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 e-mail  
(scasebeer@k-state.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@k-state.edu

### WHY DO WE HAVE SEMINARS?

The purpose of Construction Science 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. Signature of attendance or scan of KSU student I.D. will be taken at each seminar to verify credit - failure to sign the attendance sheet or 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?

For legitimate 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 ON THE SIGN-IN SHEETS?

If your name does not appear on the sign-in sheet or tablet roster, you are not officially enrolled in seminar and you should enroll in CNS 016 through KSIS as soon as possible. If necessary, you can get help with enrolling in the departmental office.

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

If you don't end the semester with four approved seminars attended, you will receive a grade of 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 Shannon Casebeer, the CNS seminar instructor. The topic will be as determined by the instructor.

### MAKEUP PAPER SPECIFICATIONS

One research 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-point font
5. In addition, provide a cover page and a reference page (bibliography) which count toward the 10 page min. requirement.