

**Master of Science in  
Construction Management (MSCM)  
Policies and Procedures – 2017**

**Department of Construction Science  
College of Architecture  
Texas A&M University**



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## 1. Introduction

- 1.1 Policies and procedures set forth in this document are not intended to be in conflict with the policies and procedures of the Texas A&M University Office of Graduate and Professional Studies (OGAPS). If any unintentional conflicts are found, the policies and procedures established by OGAPS govern.
- 1.2 The Department of Construction Science has a graduate degree program entitled a Master of Science in Construction Management (MSCM).
- 1.3 All students pursuing the degree of Master of Science in Construction Management (MSCM) are required to write and defend a thesis as part of their academic accomplishments.
- 1.4 The intent of the Thesis is to engage the student in a research-based study of an appropriate area related to the management of construction and to derive new knowledge from the activity.
- 1.5 The Non-Thesis (Professional Paper) Option no longer exist as an option for graduate students in the MSCM program.
- 1.6 The degree program is supervised by a Graduate Program Coordinator, appointed by the Construction Science Department Head and assisted by the Graduate Instruction Committee in the department.

## 2. Graduate Committee Faculty Membership

- 2.1 For a complete set of rules pertaining to nomination, appointment and membership of graduate faculty, please refer to the OGAPS records. The following items are highlighted for the benefit of the faculty and students in the Department of Construction Science.
- 2.2 Tenured and tenure-track faculty are eligible for appointment as Members of the Department of Construction Science Graduate Committee Faculty. However, a tenured or tenure-track position does not guarantee membership on the Graduate Committee Faculty.
- 2.3 Graduate Committee Faculty Members may serve on graduate student advisory committees. However, the role a member faculty can assume on a committee may be limited. The Department Head determines what role(s) a Graduate Committee Faculty Member may serve in on a committee.
- 2.4 Typically a new Graduate Committee Faculty Member may not serve as the sole Chair on a committee until they have served as a Co-Chair on a student advisory committee, and that student had successfully completed the graduate program.
- 2.5 Membership on the Graduate Committee Faculty is initiated by the department head through the use of the Personal Record Form (PRF).
- 2.6 Upon reviewing the PRF of the faculty member, the Graduate Instruction Committee will make a recommendation for action on the petition to the Department Head.
- 2.7 The Department Head will make the final determination on the petition. If the decision is favorable, the Department Head will forward the PRF to OGAPS for action.

## 3. Graduate Instruction Committee

- 3.1 The Graduate Instruction Committee is composed of six graduate faculty members (the Graduate Program Coordinator and five Full Members of the graduate faculty). Of the five members, two members are appointed by the Department Head, while the other three members are elected by Graduate Committee Faculty Members in the department.
- 3.2 The Graduate Instruction Committee will be chaired by the Graduate Program Coordinator. The Committee will meet at the call of the chair.
- 3.3 The responsibilities of the Committee include:

- 3.3.a To review any policies, procedures, and strategic plans of the graduate program proposed by the Graduate Program Coordinator, the Graduate Instruction Committee, or any member of the graduate faculty, and make recommendations to the Department Head.
- 3.3.b To review the admission packages brought by the Graduate Program Coordinator and make a recommendation to the Department Head.
- 3.3.c To regularly review and update the graduate program curriculum and related requirements.

## 4. Admissions

- 4.1 Admission is offered to the best-qualified applicants based on the number of spaces available in the graduate program. In consultation with the Graduate Instruction Committee and the Department Head, the Graduate Program Coordinator determines the number of seats available for graduate student enrollment in the upcoming year. Based on the expected yield rate, the Graduate Program Coordinator determines the number of applicants to be offered admission.
- 4.2 Applications for admission to the MSCM degree program must include the following documents:
  - 4.2.a A current resume
  - 4.2.b A Statement of Research Interest and Purpose
  - 4.2.c At least three letters of recommendation from persons familiar with the applicant's academic and professional accomplishments
  - 4.2.d GRE scores (Verbal Reasoning, Quantitative Reasoning, & Analytical Writing)
  - 4.2.e TOEFL scores [for international students only]
  - 4.2.f Official transcripts
  - 4.2.g Document submission checklist
- 4.3 Application documents must be received by the Department of Construction Science no later than February 1<sup>st</sup> of each year to be considered admission for the fall semester of the following academic year. Incomplete and late applications will not be considered. New students are only be admitted once a year, in the fall semester.
- 4.4 Applicants must meet the following minimum requirements to be considered for admission:

4.4.a GRE total score [verbal and quantitative]	Minimum 302
4.4.b GRE verbal score	Minimum 146
4.4.c GRE quantitative score	Minimum 148
4.4.d GRE written score	Minimum 3.0
4.4.e Grade point average [GPA] for last 60 hours of undergraduate work on a 4.0 scale	Minimum 3.0
- 4.5 International students must take the TOEFL, and to be considered for admission, must achieve a minimum score of 550 [paper-based], 80 [internet-based], or 213 [computer-based].
- 4.6 Admission into the Master of Science in Construction Management program will be offered based on a combination of an applicant's GPA score, GRE scores, Statement of Research Interest and Purpose, letters of recommendation, resume, and TOEFL scores (for international students only). Relevant work experience is not required; however, it will be considered favorably.
  - 4.6.a Admission into the MSCM program is also contingent on a faculty member, identified on the application and SOP, agreeing to work with applicant as their committee chair.
- 4.7 Applicants that do not meet the minimum admission requirements as stated above, may be considered for admission on a case-by-case basis. Admission will be offered based on the number of seats available, and after a recommendation by the Graduate Program Coordinator and approval by the Graduate Instruction Committee.
- 4.8 The Department Head and the Graduate Program Coordinator will make decisions for the scholarships, fellowships, and graduate assistantships to be offered to any applicants. From time to time, the department is offered scholarship/fellowship funds from other (out-of-the-department) sources, which

may be at the college or university levels. Only applicants who have completed their application package by Jan 8 will be considered for nomination to these scholarship/fellowship opportunities.

- 4.9 Admission letters will set a date by which the applicant must accept the offer of admission or the offer of admission will be revoked.

## 5. English Language Proficiency Examination (ELPE)

- 5.1 Upon arrival at Texas A&M University, all international students from countries whose native language is not English must take the English Language Proficiency Exam (ELPE) and get a minimum score of 70 out of 100 on all ELPE sections before taking any MSCM courses, except COSC 681. Students are allowed to enroll in MSCM courses only if they are also enrolled in all ELI courses in their respective areas of deficiency during the same semester.
- 5.2 International students who take the English Language Institute (ELI) courses and receive a grade of B or higher are considered to have passed the corresponding ELPE section.
- 5.3 International students who have earned a four-year baccalaureate degree or higher from an accredited U.S. university are exempt from this requirement.
- 5.4 A student will not be able to defend his/her thesis (by submitting the Request for Final Examination form) without completing all department ELPE requirements, as stated above.
- 5.5 A student who has not completed all ELPE requirements by the end of his/her second semester in the program, will be put on scholastic probation (see article 11.3).

## 6. Financial Aid

- 6.1 The Department of Construction Science has limited funding available to support graduate students.
- 6.2 Graduate Assistantships: There are three different graduate assistantships available with the Department:
- 6.2.a Graduate Assistant Teaching (GAT): GATs are hired by the Department to assist faculty members in teaching courses.
  - 6.2.b Graduate Assistant Non-Teaching (GANT): GANTs are hired by the Department for tasks not directly related to teaching.
  - 6.2.c Graduate Assistant Research (GAR): GARs are hired by individual faculty members for their funded research projects.
  - 6.2.d International students from countries whose native language is not English must have achieved a minimum score of 80 on all sections of the ELPE before they will be considered for GAT positions.
  - 6.2.e The hiring of GATs and GANTs is managed by the Department Head and Graduate Program Coordinator.
  - 6.2.f A call for GAT and GANT assistantship applications will be posted in November for positions available in the spring semester and in July for positions available in the fall semester.
  - 6.2.g The selection and hiring process of graduate students is the supported faculty member's responsibility, with the coordination of the Department Head and Graduate Program Coordinator. This may also include screening applications and conducting interviews with potential hires.
  - 6.2.h The hiring of GARs is managed solely by faculty members with research or other sources of funding.
- 6.3 Scholarships/Fellowships: The Department has a limited number of scholarships and fellowships available for graduate students.
- 6.3.a Exceptionally qualified applicants may be offered a scholarship or fellowship as an incentive to accept admission to the program. The determination of these scholarships/fellowships is

at the discretion of the Department Head in consultation with the Graduate Program Coordinator.

- 6.3.b All the graduate students enrolled in the program (i.e., taking classes at the time an application is submitted) are eligible to apply for scholarships offered by the Department of Construction Science, the College of Architecture, Texas A&M University, and/or any other professional associations. It is the individual student's responsibility to review and meet application requirements and deadlines.
- 6.4 A student may receive no more than two calendar years of graduate-student support provided by the Department of Construction Science while a Master's level student.

## 7. Graduate Courses

- 7.1 All graduate students in the MSCM must complete a thesis, and earn at least 32 credit hours to qualify for graduation. Required courses are:
  - 7.1.a COSC 681 Seminar - [2 SCH]
  - 7.1.b COSC 690 Research Methods - [3 SCH]
  - 7.1.c STAT 651 Statistics I - [3 SCH]
  - 7.1.d COSC 691 Thesis (Proposal Development) - [2 - 3 SCH]
  - 7.1.e COSC 691 Thesis (Research) - [2 - 3 SCH]
  - 7.1.f COSC Electives - [at least 5 courses, 15 SCH]
  - 7.1.g Outside Courses - [at least 1 course, 3 SCH]
- 7.2 COSC 681 Seminar credits may not be taken together. Students should enroll in one hour of COSC 681 in their first semester and one hour of COSC 681 in their final semester.
- 7.3 STAT 651 cannot be used to meet the outside course requirement (see articles 7.1.c and 7.1.h).
- 7.4 COSC 684 Professional Internship is not required; students may choose to take COSC 684 Professional Internship in lieu of 2 hours of COSC 691 Thesis, in which case they will earn a minimum of 33 hours. However their research requirements and expectations remain the same.
  - 7.4.a It is the student's responsibility to find an internship position. Students must submit the Graduate Variable Credit Course Proposal Form [MSCM-01] for approval by the Graduate Program Coordinator before they take COSC 684. Internships must be supervised by the COSC Industry Relations Coordinator based on the department internship guidelines and requirements.
  - 7.4.b COSC 684 Professional Internship may only be taken during the summer semester
  - 7.4.c Students may only take COSC 684 Professional Internship in their graduating semester, if all Other requirements for their degree have been met.
- 7.5 COSC 685 Directed Studies hours can be used for up to 6 credits of COSC Electives.
- 7.6 Students must submit the Graduate Variable Credit Course Proposal Form [MSCM-01] for approval by the Graduate Program Coordinator before they take COSC 691 (Proposal Development), or COSC 691 (Research), COSC 684 Professional Internship, or COSC 685 Directed Studies (see articles 7.1.d, 7.1.e, 7.1.f, 7.3, 7.4, and 7.5).

## 8. Leveling Courses

- 8.1 Graduate students in the Master of Science in Construction Management degree program are expected to possess fundamental knowledge of construction management. In case a student is deficient, leveling courses may be required. These courses are to be determined by the student's advisory committee (see Article 9).
- 8.2 A graduate student must obtain a grade of "C" or better in all leveling courses that are required by his/her advisory committee.

## 9. Advisory Committee

- 9.1 For a complete set of rules pertaining to forming a student's graduate advisory committee, please refer to the OGAPS records. The following items are highlighted for the benefit of the faculty and students in the Department of Construction Science.
- 9.2 A Graduate Committee Faculty Member from the Department of Construction Science will be assigned by the Graduate Program Coordinator to serve as the chair of the advisory committee for each incoming graduate student.
- 9.3 A student cannot replace the chair of his/her advisory committee, unless instigated, and approved in writing, by the student's assigned chair, and by the COSC Graduate Program Coordinator and/or the COSC Department Head.
- 9.4 A student's advisory committee must be composed of at least three Graduate Committee Faculty. Each graduate student in the program must form their full advisory committee before enrollment in any hours of COSC 691. It is advised that students form their advisory committee by the end of their first semester in the program.
- 9.5 The advisory committee may have a chair and two or more other members, or two co-chairs and one or more other members.
- 9.6 All members of the advisory committee must be Graduate Committee Faculty Members.
- 9.7 At least two members of the advisory committee must be Graduate Committee Faculty Members in the Department of Construction Science. At least one of them must be the chair or the co-chair of the student's advisory committee.
- 9.8 At least one member of the advisory committee must be a Graduate Committee Faculty Member outside of the Department of Construction Science.
- 9.9 Typically a first year member of the Graduate Committee Faculty can only co-chair the advisory committee, with another Graduate Committee Faculty Member.
- 9.10 The student and his/her advisory committee are responsible for conducting the research work for his/her thesis. This also includes obtaining IRB clearance to assure the protection of human research participants, in cases where it is deemed to be needed. For more details, please visit:  
<http://vpr.tamu.edu/compliance/rcc/irb>.

## 10. Degree Plan

- 10.1 For a complete set of rules pertaining to the submittal and approval of degree plans, please refer to the OGAPS records. The following items are highlighted for the benefit of the faculty and students in the Department of Construction Science.
- 10.2 Degree plans must be approved by the Graduate Program Coordinator by the end of the student's second semester in the program.
- 10.3 A degree plan must be filed electronically, using the OGAPS website, available at:  
<https://ogsdps.tamu.edu/>.
- 10.4 Students may not take any research credits, COSC 691, until their degree plan is approved by the Graduate Program Coordinator in the Department of Construction Science.
- 10.5 Students may not take COSC 684 Professional Internship until their degree plan is approved by the Graduate Program Coordinator in the Department of Construction Science.
- 10.6 Changes to the degree plan may be made only with the approval of the student's advisory committee, the Graduate Program Coordinator, and OGAPS. All changes are to be filed electronically using the appropriate Petition to Degree Plan form.

## 11. Academic Progress

- 11.1 Table 1 lists the steps a student must take in order to fulfill the degree requirements and maintain a good academic standing with the program. Each step numbered 1 through 9 in table 1 cannot be executed before all prior steps are accomplished successfully.
- 11.2 Transfer of graduate credit hours obtained in other schools is subject to the rules and restrictions set by OGAPS. Departmental approval of the transfer hours requires a written approval from the chair of the student's advisory committee.
- 11.3 Student Rule 12.3 (<http://student-rules.tamu.edu/rule12>) regarding a student's scholastic deficiency must be followed during any time the student is enrolled in graduate school. Violation of this rule will result in the following actions:
  - 11.3.a The Graduate Program Coordinator will inform the student in writing of their academic situation, and will notify the student that he/she is put on scholastic probation for the first semester following the semester in which the student's GPA fell below the level set in Student Rule 12.3;
  - 11.3.b The notification letter will also include a list of corrective measures that the student will have to take in the first semester following the semester in which the student's GPA fell below the level set in Student Rule 12.3; and
  - 11.3.c Copies of the notification letter will be sent to the chair of the student's advisory committee, and will be filed in the student's personal file in the department.
  - 11.3.d Should a student fail to meet the requirements and terms set in their notification letter of scholastic probation, the Graduate Program Coordinator will inform the Department Head of this situation in writing, and will recommend that the student be suspended from the program. Copies of this letter will be sent to the chair of the student's advisory committee, and will be filed in the student's personal file in the department.
- 11.4 Students are encouraged to consult with the Thesis Office early in the process of writing their thesis regarding the final format of the thesis. See Appendix B for more details.



Table 1: Steps to fulfill degree requirements

No.	Document Name	Submit to	Who signs Form	Signed by GPC*	Reviewing Respons.	Comments/Actions to be taken
<b>Required documents and forms from all graduate students in the program</b>						
1	Degree Plan	OGAPS	All members on student's advisory committee (SAC)	Yes	Office Admin.	- Form is to be submitted electronically - Must be submitted and approved by the end of the second semester in the program; otherwise, registration is blocked
					GPC	- Confirm that degree plan meets all degree requirements; approve or deny
2	MSCM-01 (for 691 Part I)	COSC	Chair of SAC	Yes	Office Admin.	- Check completion or concurrent enrollment in COSC 690 - Sign up for credit hours
3	Proposal Defense Form	OGAPS thru COSC	All members on SAC	Yes	Office Admin.	
4	Research Proposal	COSC	n/a	No		
5	MSCM-01 (for 691 Part II)	COSC	Chair of SAC	Yes	Office Admin.	- Sign up for credit hours
6	MSCM-01b (for 691 Part III)	COSC	Chair of SAC	Yes	Office Admin.	- Sign up for credit hours
7	Final Examination Request	OGAPS thru COSC	Chair of SAC	Yes	Office Admin.	- Check completion or concurrent enrollment in all classes listed on the student's degree plan - Check that student's cumulative GPA is 3.00 or above
8	Final Examination Approval Form	OGAPS thru COSC	All members on SAC	Yes	Office Admin.	
9	Thesis	Thesis Office thru COSC	All members on SAC	Yes	Office Admin.	
10	Exit survey	COSC	n/a	No	Office Admin.	
11	Final Transcript	COSC	n/a	No	Office Admin.	- To be downloaded from the Howdy Portal

\* GPC – Graduate Program Coordinator

Table 1: Steps to fulfill degree requirements (cont.)

No.	Document Name	Submit to	Who signs Form	Sign. of GPC	Reviewing Responsibility	Comments/Actions to be taken
<b>Optional documents and forms</b>						
12	MSCM-01	COSC	Supervising faculty and Chair of SAC	Yes	Office Administrator	<ul style="list-style-type: none"> <li>- If used for Professional Internship, confirm that COSC 684 hours are listed on the student's degree plan</li> <li>- If used for Directed Studies, confirm that the required details are provided</li> <li>- Sign up for credit hours</li> </ul>
13	MSCM-03	COSC	n/a	No	Office Administrator	<ul style="list-style-type: none"> <li>- Collect and distribute to the relevant faculty members when a position becomes available</li> </ul>
14	MSCM-04	COSC	n/a	No	Office Administrator	<ul style="list-style-type: none"> <li>- Add the relevant files to the "Applications for review" folder</li> </ul>
15	Course Change Petition	OGAPS thru COSC	All members on SAC	Yes	Office Administrator	
					Graduate Program Coordinator	<ul style="list-style-type: none"> <li>- Confirm that degree plan meets all degree requirements</li> </ul>
16	Change of Committee Petition	OGAPS thru COSC	All members on SAC (leaving and joining)	Yes	Office Administrator	
17	Request for Letter of Completion	OGAPS thru COSC	Chair of SAC	Yes	Office Administrator	<ul style="list-style-type: none"> <li>- Confirm data inserted by the student</li> </ul>
18	Letter of Intent to Pursue Another Graduate Degree	OGAPS thru COSC	Department Head	No	Office Administrator	
19	Reduced Course Load Form	OGAPS thru COSC	Chair of SAC	Yes	Office Administrator	<ul style="list-style-type: none"> <li>- Confirm data inserted by the student</li> <li>- Will only grant once</li> </ul>
20	CPT (Curricular Practical Training) Form	ISS thru COSC	Chair of SAC	Yes	Office Administrator	<ul style="list-style-type: none"> <li>- Applies to international students for internship purposes only</li> <li>- Confirm data inserted by the student</li> <li>- Send student to consult with the ISS office</li> </ul>
21	OPT (Optional Practical Training) Form	ISS thru COSC	Chair of SAC	Yes	Office Administrator	<ul style="list-style-type: none"> <li>- Applies to international students for employment purposes only</li> <li>- Confirm data inserted by the student</li> <li>- Send student to consult with the ISS office</li> </ul>

## **Appendix A: Graduate Variable Credit Course Proposal Form (MSCM-01)**

## FORM MSCM-01 Graduate Variable Credit Course Proposal

Complete this form and obtain the signature of the chair of the student's advisory committee, the supervising faculty, and the graduate program coordinator. Bring the completed and signed form to the COSC Graduate Office in Francis Hall, Room 208 for course registration.

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
UIN: \_\_\_\_\_ Major: \_\_\_\_\_  
Classification: G7 G8

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<b><u>Course Number</u></b>	<b><u>Term</u></b>	<b>Year:</b> _____
<input type="checkbox"/> COSC 684	<input type="checkbox"/> Spring	<b>Credit Hours:</b> _____
<input type="checkbox"/> COSC 685	<input type="checkbox"/> Summer 1	
<input type="checkbox"/> COSC 691	<input type="checkbox"/> Summer 2	<b>Supervising Faculty Member:</b> _____
	<input type="checkbox"/> Summer 10	
	Weeks	
	<input type="checkbox"/> Fall	

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**For 691 Only:**

Is your degree plan approved by the Office of Graduate Studies? Yes No  
Is this your final research credit? Yes No

**\*\*\*A student's final 691 credit (Peer-Reviewed Publication)  
must be taken with the Graduate Program Coordinator\*\*\***

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**For 684/685 Only:**

Do you need to register for this course with "In Absentia" status? Yes No  
Do you need to register for this course with SU grade? Yes No  
Chair's justification for the requested hours [COSC 684 – basis for approval of the internship hours;  
COSC 685 - proposal for study (be as specific as possible)]

\_\_\_\_\_

Proposed Work Submission Schedule: (If needed by Supervising Faculty)

Interim Report No. 1                      Date: \_\_\_\_\_

Final Report                                Date: \_\_\_\_\_

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**Approvals (All signatures must be obtained prior to registration)**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of the Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Guidelines for Writing the Thesis

See the following resources:

- <http://thesis.tamu.edu>
- <http://thesis.tamu.edu/thesis-manual>

## **Appendix C: Application for Graduate Assistantship (MSCM-03)**

## FORM MSCM-03 Application for Graduate Assistantship

Please return complete application to the COSC Graduate Office in Francis Hall, Room 208.

### INSTRUCTIONS FOR APPLICANTS

- Please answer each question clearly and completely. All sections of this Application for Graduate Assistantship must be completed, and the application must be signed and dated at the space provided on Page 2 of this document.
- **Applicants must provide a copy of their resume along with this application.**
- Submission deadlines for this application are: **July 15** for fall semester, **November 1** for spring semester, and **March 15** for summer semester.
- Applications are not carried over, so if a student’s application is rejected, the student must submit a new application in order to be considered for hiring in following semesters.
- All appointments are made for one academic semester, and may be renewed upon student’s performance and upon departmental available resources.
- Any graduate student who is selected for a graduate assistantship position must read the “*Guidelines for Graduate Assistantships*” and accept the terms specified in the guidelines.

### 1. PERSONAL DATA

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street #                  Apartment                  City                  State                  Zip

Code

UIN: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

Expected graduation:                  Semester – Spring / Summer / Fall                  Year – 20\_\_\_\_\_

### 2. EDUCATIONAL BACKGROUND (list the most recent degrees first)

College/University attended	Country	Major	Date graduated	GPA

### 3. TEACHING PREFERENCES

Following are the major departmental needs in terms of graduate assistantships. Please check any courses you feel like you are capable of teaching:

- Construction Materials and Methods

- Cost Estimating
- Structural Systems
- Construction Scheduling
- Soils in Construction
- Writing-intensive Classes

**4. EXPERIENCE**

List any relevant work experience, responsibilities, and positions held (including previous GAT/GANT/GAR employment, classroom teaching, etc.):

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**5. SKILLS AND QUALIFICATIONS**

List any relevant skills and qualifications that will help you perform the duties for the courses you are applying for as a graduate assistant (including computer skills, use of instructional aide, language, etc.):

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**6. OTHER**

Please use the space provided below to briefly indicate your interest in an assistantship position, your objectives from acquiring a position, and any additional information that you feel may be helpful for the committee to consider in regards to your application.

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**7. REFERENCES**

Please provide the names of two (2) persons whom we may contact as references.

Name	Title	Address	Phone #	Email address

**8. PLEASE READ AND SIGN BELOW**

- I certify that all the information provided by me in connection with my application is true and complete, and I understand that any falsification or omission of information may be grounds for refusal to hire or, if hired, termination.
- International students whose native primary language is not English must obtain English Proficiency Certification in their first semester at Texas A&M University.
- I understand that Texas A&M University will conduct a criminal history check in accordance with University Rule 33.99.14.M1: Criminal History Record Information – Employees and Applicants.



- I understand that if hired as a Graduate Teaching Assistant, I am required, prior to my first semester as a teaching assistant, to attend the Teaching Assistant Training & Evaluation Program (TATEP) provided by the Center for Teaching Excellence at Texas A&M University.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **Appendix D: Application for Admission into the Master of Science in Construction Management (MSCM) Program for Dual Degree Students (MSCM- 04)**



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**3. PRE-REQUISITE COURSES COMPLETED FOR THE MSCM PROGRAM** (list all that applies)

Course Name and Number	Semester completed	Grade

4. a. Have you ever been expelled, suspended, or placed on probation for reason of academic dishonesty since your original application to Texas A&M University?    Yes    No
- b. Have you ever been placed on scholastic probation since your original application to Texas A&M University?    Yes    No

If you answered "Yes" to either questions 4.a. or 4.b. above, please provide an explanation:

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**5. ADDITIONAL MATERIALS (must be submitted together with this application form)**

In order for your application to be considered, please provide the following:

- a. Transcripts of any degrees obtained (as listed in item #2 above);
- b. Graduate Record Examination (GRE) scores obtained in each of the following sections: Verbal, Quantitative, and Writing;
- c. A current resume;
- d. At least three recommendation letters from persons familiar with the applicant's academic and professional achievements. Each letter must include the name and the contact details of the person who is providing the recommendation; and
- e. A statement (300 words maximum) describing the applicant's goals and objectives relative to the graduate course of study in Construction Management. The applicant must include here any specific research interests and identify a faculty member to work with on the topic of interest. Relevant background, experience, skills, and anything else they find appropriate and would like to be considered by the COSC Graduate Instruction Committee may also be included. Hand written document will not be accepted.
- f. International students must also submit a copy of either TOEFL scores, ELPE scores, or the scores obtained in ELI courses.

**6. PLEASE READ AND SIGN BELOW**

- I certify that all the information provided by me in connection with my application is true and complete, and I understand that any falsification or omission of information may be grounds for refusal to be admitted or, if admitted, dismissal.
- International students whose native primary language is not English must comply with all English language requirements of the Department of Construction Science.
- I understand that the Department of Construction Science may contact any of the institutions, organizations, or individuals whose names are listed in this application, and I authorize the Department of Construction Science to obtain any additional information from these institutions, organizations, or individuals, regarding my application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Admission decision:

Accept

Reject:

Comments (optional): \_\_\_\_\_

Signature: \_\_\_\_\_  
 Graduate Program Coordinator/Department Head

Date: \_\_\_\_\_

**Appendix E: List of Approved Journals to be Considered for Publication**

The lists shown below were approved by the Construction Science graduate faculty on Apr 30, 2014.

**Top 13 Journals in Construction (Alphabetic order)**

Journal Title	Publisher	Web link
Architectural Engineering and Design Management	Earthscan	<a href="http://www.environmental-expert.com/magazines/architectural-engineering-and-design-management-36222">http://www.environmental-expert.com/magazines/architectural-engineering-and-design-management-36222</a>
Automation in Construction	Elsevier	<a href="http://www.journals.elsevier.com/automation-in-construction/">http://www.journals.elsevier.com/automation-in-construction/</a>
Building and Environment	Elsevier	<a href="http://www.journals.elsevier.com/building-and-environment/">http://www.journals.elsevier.com/building-and-environment/</a>
Building Research and Information	Taylor & Francis	<a href="http://www.tandfonline.com/loi/rbri20#.Umkv5VNX27A">http://www.tandfonline.com/loi/rbri20#.Umkv5VNX27A</a>
Construction Management and Economics	Taylor & Francis	<a href="http://www.tandfonline.com/toc/rcme20/current#.UmkzEVNX27A">http://www.tandfonline.com/toc/rcme20/current#.UmkzEVNX27A</a>
Energy and Buildings Journal	Elsevier	<a href="http://www.journals.elsevier.com/energy-and-buildings/">http://www.journals.elsevier.com/energy-and-buildings/</a>
International Journal of Construction Education and Research	Taylor & Francis	<a href="http://www.tandfonline.com/toc/uice20/current">http://www.tandfonline.com/toc/uice20/current</a>
Journal of Computing in Civil Engineering	ASCE	<a href="http://ascelibrary.org/journal/jccee5">http://ascelibrary.org/journal/jccee5</a>
Journal of Construction Engineering and Management	ASCE	<a href="http://ascelibrary.org/journal/jcemd4">http://ascelibrary.org/journal/jcemd4</a>
Journal of the American Professional Constructor	AIC	<a href="http://www.professionalconstructor.org/journal">http://www.professionalconstructor.org/journal</a>
Learning and Instruction	Elsevier	<a href="http://www.journals.elsevier.com/learning-and-instruction/">http://www.journals.elsevier.com/learning-and-instruction/</a>
Renewable and Sustainable Energy Reviews	Elsevier	<a href="http://www.journals.elsevier.com/renewable-and-sustainable-energy-reviews/">http://www.journals.elsevier.com/renewable-and-sustainable-energy-reviews/</a>
Transportation Research Record: Journal of the Transportation Research Board	National Academy of Sciences	<a href="http://www.trb.org/Main/Blurbs/154702.aspx">http://www.trb.org/Main/Blurbs/154702.aspx</a>

**Other Journals in Construction (Alphabetic order)**

Journal Title	Publisher
ACI Materials Journal	American Concrete Institute
ACI Structural Journal	American Concrete Institute
Applied Mechanics and Materials	Trans Tech Publications
ASHRAE Journal	ASHRAE
ASHRAE Transactions	ASHRAE

Australasian Journal of Construction Economics and Building	University of Technology Sydney ePress
Built Environment	Alexandrine Press
Built Environment Project and Asset Management	Emerald
Cityscape	US Department of Housing and Urban Development
Cognitive Processing	Springer
Construction and Building Materials	Elsevier
Construction Information Quarterly	Chartered Institute of Building
Construction Innovation	Arnold
Cost Engineering Journal	AACE International
Design Principles and Practice	Common Ground Publishing
Design Studies	Elsevier Limited
Economic Development Quarterly	SAGE Publications Inc.
Electronic Journal of Information Technology in Construction	Kungliga Tenkniska Hoegskolan/Royal Institute of technology
Engineering Management Reviews	Science and Engineering Publishing Company
Engineering Optimization	Taylor and Francis
Engineering, Construction and Architectural Management	Emerald
Environmental Practice	Cambridge University Press
Facilities	Emerald
Fire Safety Journal	Elsevier
Health Environments Research and Design Journal (HERD)	Vendome Healthcare Media
Housing, Theory and Society	Taylor and Francis
Indoor and Built Environment	SAGE Publications
Intelligent Buildings International	Taylor & Francis
International Journal of Construction Management	Chinese Research Institute of Construction Management
International Journal of Construction Project Management	Nova Publishers
International Journal of Disaster Resilience in the Built Environment	Emerald
International Journal of Emergency Management	Inderscience Enterprises
International Journal of Facility Management	Georgia Institute of Technology
International Journal of Human Resources Development and Management	Inderscience Enterprises
International Journal of Impact Engineering	Elsevier
International Journal of Law in the Built Environment	Emerald
International Journal of Learning	Common Ground Publishing
International Journal of Life Cycle Assessment	Springer Science
International Journal of Modern Engineering Research	Open Access Journal
International Journal of Pavement Research and Technology	Chinese Society of Pavement Engineering
International Journal of Project Management	Elsevier
International Journal of Strategic Property Management	Taylor and Francis
International Journal of Technology and Design Education	Springer Netherlands
ITE Journal (Institute of Transportation Engineers)	Institute of Transportation Engineers
Journal of Applied Fire Science	Baywood Publishing
Journal of Architectural Education in Institutions of Higher Learning	Gao deng jian zhu jiao yu bian ji bu (China)

Journal of Architectural Engineering	ASCE
Journal of ASTM International (JAI)	American Society for Testing and Materials
Journal of Building Information Modeling	The National Institute of Building Sciences
Journal of Building Physics	SAGE Publications
Journal of Chemical Education	American Chemical Society
Journal of Civil Engineering and Architecture	David Publishing Co.
Journal of Civil Engineering and Management	Vilnius Gediminas Technical University
Journal of College Teaching and Learning	The Clute Institute
Journal of Community Practice	Taylor and Francis
Journal of Computer-Aided Design and Infrastructure Engineering	Wiley Online Library
Journal of Computers and Structures	Elsevier
Journal of Construction Engineering and Project Management	Korea Institute of Construction Engineering and Management
Journal of Construction in Developing Countries	Universiti Sains Malaysia
Journal of Employment Counseling	American Counseling Association
Journal of Energy Engineering	ASCE
Journal of Engineering Design	Taylor and Francis
Journal of Engineering, Design and Technology	Emerald
Journal of Facilities Management	Emerald
Journal of Financial Management of Property and Construction	Emerald
Journal of Green Building	College Publishing
Journal of Homeland Security and Emergency Management	Berkeley Electronic Press
Journal of Housing Economics	Academic Press
Journal of Industrial Ecology	Blackwell Publishing
Journal of Information Technology in Construction (ITCon)	International Council for Research and Innovation in Building and Construction (CIB)
Journal of Infrastructure Systems	ASCE
Journal of Irrigation and Drainage Engineering	ASCE
Journal of Legal Affairs and Dispute Resolution in Engineering and Construction	ASCE
Journal of Management in Engineering	ASCE
Journal of Occupational and Environmental Hygiene	Taylor and Francis
Journal of Performance of Constructed Facilities	ASCE
Journal of Professional Issues in Engineering Education and Practice	ASCE
Journal of Real Estate Research	American Real Estate Society
Journal of Safety, Health and Environmental Research	ASSE
Journal of the Association of Asphalt Paving Technologists	The Association of Asphalt Paving Technologists
Journal of the Operational Research Society	Palgrave Macmillan Ltd.
Journal of the Transportation Research Forum	Transportation Research Forum
Journal of Transportation Engineering	ASCE
Kuwait Journal of Science and Engineering	University of Kuwait
Landscape and Urban Planning	Elsevier
Leadership and Management in Engineering	ASCE
Lean Construction Journal	Lean Construction Institute
Magazine of Concrete Research	ICE Publishing

Management, Procurement and Law	Institution of Civil Engineers Publishing
Materials and Structures	Springer
Planning Practice and Research	Taylor and Francis
Practice Periodical on Structural Design and Construction	ASCE
Professional Safety - American Society of Safety Engineers	ASSE
Real Estate Economics	Blackwell Publishing
Road Materials and Pavement Design	Taylor and Francis
Road Pavement Material Characterization and Rehabilitation	ASCE
Smart and Sustainable Built Environment	Emerald
Structural Engineering and Mechanics	Techno Press
Structural Survey	Emerald
The Journal for Education in the Built Environment	The Centre for Education in the Built Environment
The Journal of College Admissions	National Association for College Admission Counseling
The Journal of Sustainable Real Estate	Metapress
The Quality Management Journal	American Society for Quality
The Technology Interface International Journal	International Association of Journals and Conferences



## Appendix F: Student Travel Policy

Construction Science Master's graduate students may choose to travel for attending a professional conference, upon acceptance of a full peer-reviewed paper which is based on their research topic. PhD students should seek funding for travel from the Department of Architecture. Following are the departmental rules that apply in such cases:

1. This policy is only applicable to Thesis Option students in the Master of Science in Construction Management degree program.
2. The student has to request a permission to travel from the Department of Construction Science prior to making any travel reservations, and at least 10 business days prior to the requested date of departure. It is recommended that the student submits his/her travel request form as early as his/her paper has been accepted for publication and presentation at a professional conference.
3. The student has to provide the Department of Construction Science the following:
  - a. A complete Form MSCM-05: Student Travel Request to Present at a Professional Conference. This form must be signed by the student and by the chair of his/her research advisory committee; and
  - b. A copy of the full peer-reviewed paper that was accepted for publication and presentation.
4. The student must be listed as the first co-author on the accepted paper, and the chair of his/her research advisory committee must be listed as the second co-author on this paper. Additional co-authors will be selected by the student and by the chair of his/her research advisory committee, if needed and as appropriate.
5. Upon approval of the travel, the student will have to fill out a "Request for Travel" form through Concur (online system). If the student is already hired as a Graduate Assistant in the department, he/she can do that through their own SSO system; otherwise, it will have to be done through the department's office.
6. The Department of Construction Science will pay actual expenses accrued up to a maximum amount of \$750 (if the conference is held in the State of Texas), or \$1,250 (if the conference is held outside of the State of Texas) to cover travel expenses. Additional funding may be sought from OGAPS, the College of Architecture (for international travel only), and/or any other sources. If the cost of the travel is higher than all amounts received, it is the responsibility of the student and the chair of his/her research advisory committee to fund the difference. No additional funding will be provided by the Department of Construction Science for international travels; however, students may still choose to present their papers in an international venue.
7. A student will be reimbursed no more than the maximum amount as specified above. If the actual cost of the trip is less than the amount specified above, the student will be reimbursed up to the limit of his/her actual travel expenses.
8. In order for a student to be provided departmental funding, he/she must be enrolled in at least 5 hours in the fall or spring semesters, or at least 3 hours in the summer semester, during the semester of his/her travel. A student may choose to travel during his/her graduating semester; however, the minimum number of hours enrolled, as stated above, must still be maintained.
9. The student will be allowed to leave one day prior to the official start date of the conference (or up to two days, if the conference venue is outside of the United States), and to return one day after the official end date of the conference. Any additional days must be funded entirely by the student.
10. A student may purchase airfare tickets and pay conference registration fees (at the student rate) through the Business Office in the College of Architecture, or pay for it using his/her own credit

- card, and get reimbursed upon their return. Other travel reservations (hotels, ground transportation, etc.) will be made by the student, prior to his/her trip. The Department of Construction Science is not responsible to make any travel reservations on behalf of the student.
11. Within 30 days upon his/her return, the student will have to present itemized receipts and/or invoices for the expenses accrued during the trip. This includes airfare, ground transportation, conference registration (student rate), accommodation, meals, etc. There is no need for the student to present receipts for personal items and goods purchased while traveling (e.g., souvenirs, mementos, touristic items, duty-free items, etc.); these expenses will not be reimbursed.
  12. It is the student's responsibility to inform the instructors of all of the classes he/she is enrolled in and is about to miss due to the trip. It is the student's responsibility to make up any lecture materials, homework assignments, project submissions, quizzes, and exams he/she has missed or is about to miss in any of these classes due to the trip.
  13. It is the student's responsibility to purchase medical insurance for the duration of his/her trip.
  14. Upon his/her return, the student has to provide the Department of Construction Science a copy of his/her paper, as published in the conference proceedings, and a copy of his/her presentation at the conference.
  15. The travel funding is NOT to be considered a scholarship, and therefore, will not qualify out-of-state status students for any tuition waivers.
  16. Departmental funding for travel is limited; therefore, there is no guarantee that all students who submit Form MSCM-05 will be funded. The department will give higher priority to fund students of faculty members who are highly engaged with research activities. Any faculty member chairing multiple research advisory committees will not receive student travel funding for more than two students during one academic year (Sept 1 to Aug 31).
  17. A student traveling outside of the United States must comply with the visa, vaccines, and all other travel requirements and restrictions for the country of their destination. International Students studying at Texas A&M University must also consult with the ISS office prior to leaving the United States.
  18. While traveling, students must comply with all TAMU student travel rules, and represent the university, college, and department appropriately.
  19. Travel expenses will not be reimbursed for students who are not complying with this policy, partially or entirely.

## FORM MSCM-05

### Student Travel Request to Present at a Professional Conference

This form is intended for a student with a full peer-reviewed paper that was accepted for publication and presentation at a professional conference.

Complete this form and obtain the signature of the chair of the student's advisory committee and the graduate program coordinator. Bring the completed and signed form to the COSC Graduate Office.

Student's Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference Location (City, State, Country): \_\_\_\_\_

Conference Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Paper's Title: \_\_\_\_\_

List the Names of All Co-Authors on the Paper: \_\_\_\_\_

Preliminary Budget*:	Conference Registration (Student Rate)	\$ _____
	Accommodations:	
	# of Nights: _____ X Nightly Rate (incl. taxes) \$ _____ = \$ _____	
	Airfare	\$ _____
	Other Transportation (e.g., shuttle, train, bus, subway, rental car) (please specify)	
	1. _____	\$ _____
	2. _____	\$ _____
	3. _____	\$ _____
	4. _____	\$ _____
	Meals (see GSA's Per Diem Rates)	\$ _____
	Other Expenses (please specify):	
	1. _____	\$ _____
	2. _____	\$ _____
	3. _____	\$ _____
	Total Budget	\$ _____

**\* Please keep all itemized receipts obtained during your travel.**

**Do not make any reservations until travel is approved by the department!**

Please attach an electronic copy of the accepted full peer-reviewed paper when submitting this form.

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#### Approvals (All signatures must be obtained prior to departure)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of the Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_