

<b>Syllabus for DT-23 – Eureka Campus</b>		
<b>Semester &amp; Year</b>	Fall 2019	
<b>Course ID and Section #</b>	DT-23 (E7530)	
<b>Instructor's Name</b>	Joan Carpenter	
<b>Day/Time</b>	Mon/Wed 1:15pm to 3:45pm	
<b>Location</b>	AT105	
<b>Number of Credits/Units</b>	3	
<b>Contact Information</b>	<i>Office location</i>	AT105
	<i>Office hours</i>	Mon/Wed 3:45pm to 4:45pm
	<i>Phone number</i>	N/A
	<i>Email address</i>	joan-carpenter@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	N/A
	<i>Author</i>	N/A
	<i>ISBN</i>	N/A
<b>Course Description</b>		
<p>A study of engineering design graphics for engineers and drafters with an emphasis on technical drawings and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.</p>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Develop orthographic projections, isometrics, obliques, and perspective pictorial representations of designs using CAD and sketching.</li> <li>2. Present engineering drawings using current industry standard documentation and annotation techniques.</li> <li>3. Define terminology related to engineering graphics.</li> <li>4. Prepare a professional portfolio.</li> </ol>		
<b>Special Accommodations</b>		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		

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### Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

### Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

### Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (<http://www.redwoods.edu/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu." Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

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*College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.*

**Methods of Evaluation:** The final grade you receive will be based on the following criteria:

60% Projects & Quizzes	Grade Scale: 100% - 90%	A
10% Participation	89% - 80%	B
10% Portfolio	79% - 70%	C
10% Midterm	69% - 60%	D
10% Final	59% - 0%	F

\*Late work, for any reason, is penalized 20% and will not be accepted for credit more than 2 class meetings after it is due.

\*Per CR policy, students with 4 absences prior to the end of the 10<sup>th</sup> week will be dropped from the course.

### Grading Methods:

Each assignment is graded separately for each student, meaning there is no curve. For each incorrect portion of the drawing, ½ a point will be deducted from the drawing's grade. This can be changed depending on the severity of the mistake by the instructor.

Participation is based on taking a quiz on Canvas at the beginning of each class. Students will have 10 minutes total for the quiz; 5 minutes prior to the start of class and 5 minutes after the beginning of class. Students will get 2 points on each quiz regardless of answering questions correctly or not. If a student leaves early, they will lose 1 point. At the end of the semester, the instructor may add or subtract points depending on class participation and attitude.

### Other Information:

- The information in this document is subject to change, with notice, in the event of extenuating circumstances.
- The following items may be found on the Canvas site for this class:
  - ✓ Calendar
  - ✓ Assignments
  - ✓ Announcements
  - ✓ Grade book
  - ✓ Resources such as reading assignments, handouts, and PowerPoints
- It is your responsibility to check Canvas frequently.
- It is expected that students attend every class, on time, and stay for the duration of the class. If you are absent it is your responsibility to get the missed information before the next class. Make use of the instructor's office hours to get missed information; there will not likely be time during class for the instructor to go over the missed instruction or assignment.
- The software used in this class (AutoCAD 2019 and SketchUp 2019) is available for free download. It is NOT required or expected that you have the software available outside of the

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CR lab. College staff does not provide technical support for your personal software or computers.

- Some weekend lab hours will be available. Times are posted on the white board in the lab.
- **SPILLPROOF WATER BOTTLES ARE ALLOWED IN THE LAB. NO OTHER FOOD OR DRINK IS PERMITTED AT THE COMPUTER WORKSTATIONS.**