

Course Information

Semester & Year: Fall 2019
Course ID & Section #: DT73 E7533
Instructor's name: Cat Ory
Day/Time: MW 10:05-12:35
Location: AT-105
Number of units: 3

Instructor Contact Information

Office location: AT-105
Office hours: MW 9:30-10:00
Phone number: None
Email address: cat-ory@redwoods.edu

Required Materials

Textbook Title: None
Other requirements: USB device for backup Optional: Notebook for taking notes; Autodesk's Revit 2019- See Canvas for more information

Catalog Description

A study of architectural drafting with an emphasis on the creation of a building information model and the resulting residential architectural plans. Students will develop complete plan sets with consideration for aesthetics, methods of construction, building codes, and common industry practices.

Course Student Learning Outcomes (from course outline of record)

1. Prepare proposal drawings for a single-family residence.
2. Use 3D building information model (BIM) software for site analysis, and completion of working drawings for a single-family residence.
3. Analyze a BIM model in terms of form and function, with consideration for common building practices, applicable codes, and drafting standards.
4. Prepare a professional portfolio.

Evaluation & Grading Policy

The final grade you receive will be based on the following criteria:

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

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

Prerequisites/co-requisites/ recommended preparation

DT-71 with a minimum grade of "C".

Institutional Policies

Special accommodations statement

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 accommodations, please see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Admissions deadlines & enrollment policies

Fall 2019 Dates

- *Last day to add a class: 8/23/19*
- *Last day to drop without a W and receive a refund: 9/6/19*
- *Census date: 9/9/19*
- *Last day to petition to graduate or apply for certificate: 10/31/19*
- *Last day for student-initiated W (no refund): 11/1/19*
- *Last day for faculty initiated W (no refund): 11/1/19*
- *Veteran's Day (all campuses closed): 11/11/19*
- *Fall break (no classes): 11/25/19 – 11/30/19*
- *Thanksgiving (all campuses closed): 11/28/19 – 11/29/19*
- *Final examinations: 12/14/19 – 12/20/19*
- *Semester ends: 12/20/19*
- *Grades available for transcript release: approximately 1/6/20*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

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. 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 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, the student 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. 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](#).

Policies for this Class

Class participation and Attendance policy

It is expected that students attend every class, on time, and stay for the duration of the class. If a student is absent, it is their 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. Students may also check Canvas for topics or assignments missed.

Communication Guidelines

Students may contact the instructor via email (located on the first page of this document) and are encouraged to attend the instructor's office hours for any questions they may have regarding this course. Emails will usually be answered within 24 hours.

Policies - additional

Late work, for any reason, is penalized 20% and will not be accepted more than 2 class meetings after it is due. Students who arrive to class late, leave early, or who are not actively working on their lab assignments will lose participation points. Cell phones should be turned off or silenced during the entire class; if a student is consistently texting or using their phone during class, participation points will be deducted for that day. However, during lab, students are allowed to use their cell phones to listen to music with headphones. The music should be quiet enough that it does not disrupt other students. Also, when listening to music, it is the student's responsibility to make sure they can still hear the instructor in case additional information is relayed during lab. 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.**

Information for this Class

Class schedule

Students are to check Canvas for the class schedule and for assignment due dates; any of the information on Canvas is subject to change, with notice, in the event of extenuating circumstances.

Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#). Students may also contact the instructor via email, or before/after class, if they prefer to use a different name and/or pronoun.

Canvas Information

Canvas will be used regularly in this course. Students will have access to view and submit assignments, view resources, and view the class schedule. Students should check Canvas at the beginning of every class for assignment due dates and important announcements.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Technology skills, requirements, and support (required for online classes)

Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills – Students should be familiar with basic computer functions, the difference between a server and local computer, and have a basic understanding of file locations.

Technology Support – College of the Redwoods staff, including the instructor, are not the student’s technology support for any software downloaded on their personal computer.

For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Emergency procedures / 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 if you have any questions.

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

- 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 campus authorities.

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.