



Course Information

Semester & Year: Spring 2022

Course ID & Section #: DT-23 (Engineering Design Graphics) V3321

Instructor's name: Joan Carpenter

Day/Time of required meetings: On-line twice a week, but not at set time.

Location: On-line

Course units: 3 (2hours lecture, 3 hours lab per week)

Instructor Contact Information

Office location: On Zoom

Office hours: Wednesdays at 6PM Zoom or by Appointment

Email address: joan-carpenter@redwoods.edu

Required Materials

- Notebook and plastic sleeves to organize portfolio
- USB file storage
- 0.9mm drafting pencil
- 0.6mm drafting pencil
- Eraser
- six inch clear ruler
- Text book is Engineering Drawing & Design fifth edition David A. Madsen and David P. Madsen (free student download available)
- PC Computer workstation with CR provided AutoCAD student software.

Catalog Description

A study of engineering design graphic for engineers and drafters with an emphasis on technical drawings and an introduction to the computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; dimension and tolerance 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. Note DT-23 and ENGR-23 are the same course.

Course Student Learning Outcomes *(from course outline of record)*

1. Develop orthographic projections, isometric, oblique, and perspective pictorial representations of designs using CAD and sketching.
2. Demonstrate correct visualization and representation of 3D information from 2D data and vice-versa.
3. Present design information using current industry standard documentation and annotation techniques.
4. Define terminology related to engineering graphics.
5. Prepare a professional portfolio.

Prerequisites/co-requisites/ recommended preparation

Recommended Preparation: CIS100

Prerequisites: None for DT-23, MATH-25 for ENGR-23

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students \(DSPS\)](#). 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

During COVID19—DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

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

60% Assignments

10% Participation

10% Portfolio

20% Tests & Quizzes

- 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 (no on line presence) prior to the end of the 10th week will be dropped from the course.
- Missed Discussion posts and Participation Quizzes will result in lost participation points.

Grade Scale:

- 100%-90% A
- 89%-80% B
- 79%-70% C
- 69%-60% D
- Below 59% F

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 and participating in the on-line discussions twice a week. Students will get 2 points on each participation quiz regardless of answering questions correctly or not. Students get 1 point for an initial post in the weekly discussion and 1 point for making two reply later in the week for online discussion or participating in class discussion. 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, Discussions, Quizzes, Assignments, Announcements, prerecorded class videos, grade book and resources such as reading assignments, handouts, and PowerPoints.
- The course materials on Canvas are supplemented by a free textbook that is on the Canvas course page Files for download.
- It is your responsibility to check Canvas frequently.
- It is expected that students attend class via Canvas a minimum of twice a week if they are not in the in-person computer lab.
- The expectation is that you attend every class in the expected time frame and spend sufficient time with the learning materials. If you are absent it is your responsibility to catch up. Make use of the instructor's office hours to get missed information.
- Make use of the instructor's office hours for questions and answers. Zoom office hours are available upon request.
- The software used in this class (AutoCAD 2022 student version) is available for free download to students registered in the class.
- Instructor does not provide technical support for your personal software or computers.
- If using campus PC Workstations - NO FOOD OR DRINK AT COMPUTER WORKSTATIONS. SPILLPROOF WATER BOTTLES ARE OK.
- If using campus PC Workstations - Covid prevention protocols will be maintained the entire time students are attending the in-person lab. If for any reason a student does not want to attend the in-person lab they may work remotely.
- Students working remotely will need to supply their own AutoCAD ready PC computer and must register and download a copy of the AutoCAD student software.
- Students are provided on the Canvas course pages with prerecorded instruction for assignments that they may opt to use in place of in-person instruction.
- If the student wants to listen to the prerecorded assignment instructions during the in-person lab session they will need to provide their own plug-in head phones.
- All students must take midterm and final exams as scheduled or arrange for a proctored exam.

Admissions deadlines & enrollment policies

Spring 2022 Dates

- *Classes begin: 1/15/22*
- *MLK Jr. Birthday (all campuses closed): 1/17/22*
- *Last day to add a class: 1/21/22*
- *Last day to drop without a W and receive a refund: 1/28/22*
- *Census date: 1/31/22 or 20% into class duration*
- *Last day to petition to file P/NP option: 2/11/22*
- *Lincoln's Birthday (all campuses closed): 2/18/22*
- *President's Day (all campuses closed): 2/21/22*
- *Last day to petition to graduate or apply for certificate: 3/03/22*
- *Spring Break (no classes): 3/14/22 – 3/19/22*
- *Last day for student-initiated W (no refund): 4/01/22*
- *Last day for faculty-initiated W (no refund): 4/01/22*
- *Final examination: 5/10/22 at 5:30-7:30pm*
- *Semester ends: 5/13/22*
- *Grades available for transcript release: approximately 5/31/22*

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](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your 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. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

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

Password is your 8 digit birth date

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

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- 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.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

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 emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413

- f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

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](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

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

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- 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.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821