Syllabus for DT-25

Course Information

Semester & Year: Spring 2023
Course ID & Section #: DT-25 (E4803)
Instructor's name: Joan Carpenter
Day/Time of required meetings: Tuesdays and Thursdays 6:05-9:15pm
Location: AT-105
Course units: 4 (3 hours lecture, 3 hours lab per week)

Instructor Contact Information

Office location: AT-105
Phone number: N/A
Email address: joan-carpenter@redwoods.edu (this email will work if you need to contact me outside of the Canvas course).   I will see your message sooner if you use the Canvas course Inbox for regular communication.

Catalog Description

An intermediate level study of Computer-Aided Design and Drafting. Students will expand their ability to use CAD software to create, modify, and plot 2D architectural, mechanical, and civil design drawings with consideration for productivity and industry standard practices. The use of CAD software is an integral part of the course.

Course Student Learning Outcomes

1. Create, modify, and plot 2D technical drawings per industry standards.
2. Effectively utilize CAD software to improve drafting productivity.
3. Prepare a professional portfolio of corrected work.

Prerequisites/co-requisites/ recommended preparation

DT23 or ENGR23 or equivalent

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also 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, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one

week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Evaluation & Grading Policy

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

50% 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
10% Presentation		

*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 10th 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 and participating in the Weekly Discussion Topic on Canvas 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.

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 and Resources such as reading assignments, handouts, and PowerPoints
- It is your responsibility to check Canvas frequently.
- It is expected that students attend class in person a minimum of twice a week.
- Make use of the instructor's office hours for questions and answers
- The software used in this class (AutoCAD 2023) is available for free download to students registered in the class.
- College staff does not provide technical support for your personal software or computers

Admissions deadlines & enrollment policies

Spring 2023 Dates
- *Classes begin: 1/14/23*
- *Martin Luther King, Jr's Birthday (all campuses closed): 1/16/23*
- *Lincoln's Birthday (all campuses closed) 2/17/23*
- *President's Day (all campuses closed) 2/17/23*
- *Spring Break (no classes): 3/13/2023 - 3/18/23*
- *Final examination: 5/9/23 Tuesday 5:30PM to 7:30PM*
- *Semester ends: 5/12/23*

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](#).

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. It 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.

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 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.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821