Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Fall 2017

ETDG 1143 - INTRO TO DESIGN DRAFTING

Students will learn basic use and application of AutoCAD as a drafting tool through the creation of geometrical shapes, parts, drawings, and electrical symbols and schematics. Students will also gain a basic understanding of the fields of Civil, Mechanical, and Architectural Design and Drafting.

Course Purpose:
The purpose of this class is to learn 2D and 3D Computer Aided Drafting (CAD) using AutoCAD. This will be accomplished by creating Parts, Assemblies & Drawings and by using proven design techniques.

Type of Course: Theory/Lab
Credit Hours: 3; Total clock hours of theory per semester: 30;
Total clock hours of lab per semester: 45; Total clock hours of clinical per semester: N/A.
Class Length: Full Semester
Class Days and Times: Tuesday & Thursday 1:00 – 3:25PM CST
Prerequisite or Co-requisite: MATH 1513

Instructor Name: Michael Freeman **Instructor Phone:** (918) 293-5052
Office: DWRTC Room #115 **Instructor email:** michael.freeman@okstate.edu
Contact: My preferred method of contact is E-mail. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours: Classroom 150 MWF 11:25 – 11:45AM, TR 11:00 – 11:45AM and F 8:00-9:25AM CST

School Name: Engineering Technologies **School Main Phone:** 918-293-5150

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: AutoCAD 2018 Tutorial First Level 2D Fundamentals ISBN# 978-1-630-571-221
References: The AutoCAD 2013 Tutor for Engineering Graphics, Lang, Thomson Learning, ISBN# 10-1133-96039-1
Materials: Notebook, writing utensil, & data storage device
Uniform/Tools: N/A

Estimated Cost for Materials: $60.00
Estimated Cost for Uniform/Tools: N/A

Optional Resources: N/A

Upon completion of the course, students should:

COURSE OBJECTIVES	ASSESSMENT OF COMPETENCY
*Use CAD software.	Problem 1-9; Template; Test 1
*Draw using geometric construction.	Problem 03-01; Test 1
*Draw using orthographic projection.	Problem 05-01; Test 2
Answer questions associated with reading prints.	Printing Reading of DWRTC Building.
*Dimension using ANSI standards and industry norms.	Problems 06-01 & 06-02
Create scaled drawings using AutoCAD.	Problems 06-03 & 06-04
*Draw typical and complex section views.	Problems 10-01; Test 3
Create and use Blocks to develop AutoCAD drawings.	Electrical Schematic drawing
Use geometric constraints to allow one to create geometric relationships between selected objects.	Module 10
Analyze drawings and answer questions using Inquiry commands.	Module 12; Test 4

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Participate in class discussions and activities.
- Take examinations.
- May be required to do quizzes / in class assignments.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS: *)*

Projects/Assignments/Class Participation….20%
Unit Exams (4) …….80%

OSUIT
Grading Scale

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

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Remember! All technical classes require a 70% or better for graduation**.**

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

A good working knowledge of file management i.e. save files, create folders & keep track of assignments.

AUTHORIZED TOOLS

N/A

LATE WORK

All assignments will have specific due dates and are expected to be completed by that date. However, I know life gets in the way and grace may be given with a 10% penalty applied to the graded work. The student must contact me ASAP and work out a time to turn in the late work. If a test is missed it is up to the student to work out a time when it can be made up. The penalty will be the same as late work if done in an orderly manner.

TESTING

All quizzes and tests are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

OTHER LAB AND CLASSROOM POLICIES

INSTRUCTOR'S POLICY ON ABSENCES

Class lectures will not be repeated. However, percentage point can be earned for perfect attendance i.e. 0 absences = 2%, 1 absence = 1%, 2 absences = 0.5% and 3 or more absences = 0%.

STUDENT CONDUCT

Students are expected to cooperate in maintaining a classroom environment conducive to learning. Courteous and respectful behavior will be expected from all students each day. All pagers, cellular phones, and CD and MP3 players should be turned off. The use of tobacco in any form in University buildings is prohibited.

INSTRUCTIONS FOR SPECIFIC TASKS AND ASSIGNMENTS

Drawing Projects:

A. Drawings will be evaluated according to the following:
    1. Solution to problem
    2. Following of instructions and completeness
    3. Appearance, including neatness, spacing and uniformity

4. Placement of dimensions
5. Accuracy

B. Class time will be allotted to work on drawing projects, but may not be enough to complete assignments. **The student will have to schedule time outside of class to work on assignments.**

C. Work can be redone if a grade is not desirable but the markup has to be handed in with the corrections and the average of the two grades will be final grade.

ETD LAB RULES

1. **Video Games:** The playing of video games on division computers **at any time is prohibited.** Students found playing video games on division computers will not only be asked to cease playing the game, but also remove any unauthorized software from the computer or network drive.
2. **Music Files:** Downloading of music files from the Internet to **any media** is **prohibited.** In many cases, this is illegal and may result in liability for the university as well as the individual(s) involved. Listening to music in the computer labs is allowed only if **legal** copies of compact music discs are used. Students must use their own headphones when listening to music. Listening to music during class is at the discretion of the instructor and at **no time** will listening to music be allowed during class discussions or lectures.
3. **Movies:** Downloading and/or playing of movie files from the internet (or any other source) are **prohibited.** In many cases, this is illegal and may result in liability for the university as well as the individual(s) involved.
4. **Pornography:** Downloading and/or display of pornographic materials on division computers and equipment are **prohibited.** Any such material found by faculty or staff will be **immediately** deleted or removed. The use of vulgar or suggestive names for computer files or folders will not be tolerated. Any such material, if found by faculty or staff, will be immediately deleted.

Division computers and equipment are for **educational use only.** It is the intent of the faculty and staff of the ET division to display a positive and professional environment, including the atmosphere of the classroom. It reflects negatively on our division when guests see games, movies, or hear loud or offensive music permeating from our classrooms.

Note: An official copy of the syllabus will be posted on the Online Class Room site and any changes being made to the syllabus in the future will be on this official syllabus.

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information
It will also be in the Online Classroom (D2L/Brightspace) in the Content – Start Here.

COURSE SCHEDULE

DATE	Intro to Design/Drafting Topics
Thursday, September 07, 2017	Introductions, Syllabus & Module 1 - Getting Started
Tuesday, September 12, 2017	Module 1 - *Due 9/14*
Thursday, September 14, 2017	Module 2 - Templates - *Due*
Tuesday, September 19, 2017	Module 3 - Modify, Edit & Geo. Con.
Thursday, September 21, 2017	Module 3
Tuesday, September 26, 2017	Review & Module 3 - *Due 9/27*
Thursday, September 28, 2017	Test #1
Tuesday, October 03, 2017	Module 4 - Text & Tables - *Due 10/5* & Module 5 - Ortho Proj. - *Start*
Thursday, October 05, 2017	Advisory Board Meeting & Module 5 Lab Day
Tuesday, October 10, 2017	Career Encounters & Module 5 Lab Day
Thursday, October 12, 2017	Module 5
Tuesday, October 17, 2017	Module 5
Thursday, October 19, 2017	Review & Module 5 - *Due 10/23*
Tuesday, October 24, 2017	Test #2
Thursday, October 26, 2017	Module 6 - Print reading - *Due 11/2*
Tuesday, October 31, 2017	Module 7 - Dimensions - *Due 11/2* & Module 8 - Parametric Dwg. - D*ue 11/2*

Thursday, November 02, 2017	Module 9 - Blocks - *Start*
Tuesday, November 07, 2017	Module 9 - *Due 11/9*
Thursday, November 09, 2017	Module 10 - Section Views - *Start*
Tuesday, November 14, 2017	Module 10
Thursday, November 16, 2017	Module 10 - *Due 11/20*
Tuesday, November 21, 2017	Test #3
Thursday, November 23, 2017	Thanksgiving
Tuesday, November 28, 2017	Module 11 - 3D - *Start*
Thursday, November 30, 2017	Module 11
Tuesday, December 05, 2017	Module 11 - *Due 12/7* & Module 12 - Inquiry Commands - *Start*
Thursday, December 07, 2017	Review & Module 12 - *Due 12/12*
Tuesday, December 12, 2017	Test #4
Thursday, December 14, 2017	Catch up day if needed

Schedule is subject to change at instructor discretion.