

Oklahoma State University Institute of Technology
Face to Face Common Syllabus
 Spring 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.

Type of course: Theory/Lab

Credit Hours: 3; Total hours of theory per semester: 30;

Total hours of lab for the semester: 45; Total hours of clinical per semester: N/A.

Class length - Full Semester

Class days and times: TR 1:00-3:25PM

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 and TR 11:00 – 11:45AM

Division Name: Engineering Technologies

Division's Main Phone: 918-293-5150

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: *AutoCAD 2016 Tutorial First Level 2D Fundamentals* ISBN# 978-1-58503-959-3

References: *The AutoCAD 2013 Tutor for Engineering Graphics*, Lang, Thomson Learning, ISBN# 10-1133-96039-1

Materials:

Uniform/Tools: None

Estimated Cost for Materials: \$ Amount based on current bookstore cost

Estimated Cost for Uniform/Tools: None

Upon completion of the course, students should:

COURSE OBJECTIVES	ASSESSMENT OF COMPETENCY
*Use CAD software.	Problem 1-9; Template; Problem 4-8; Test 1
*Draw using geometric construction.	Problem 5-9; Test 1
*Draw using orthographic projection.	Problem 8-32; Test 2
Answer questions associated with reading prints.	Printing Reading of DWRTC Building.
*Dimension using ANSI standards and industry norms.	Problems 10-1 & 10-3

Create scaled drawings using AutoCAD.	Problems 10-5 & 10-7
*Draw typical and complex section views.	Problems 9-1; 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.	Lever drawing
Analyze drawings and answer questions using Inquiry commands.	Problem 12-1; 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 course 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.

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

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.

AUTHORIZED TOOLS Students may use any/all course materials, including books and notes, while participating in classroom activities.

LATE WORK

All assignments will have specific due dates and are expected to be completed by that date. However, a one (1) day grace period will be given with a 10% penalty applied to the graded 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.

UNIVERSITY & COURSE EXPECTATIONS

As a student of OSUIT, I understand that it is my responsibility to read, abide by and maintain a copy of the syllabi for this course. Syllabi are also available on the OSUIT website.

As a student of OSUIT, I understand that excerpts of portions of my work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. I recognize that every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, located in the Noble Center for Advancing Technology – NCAT, top floor, and 918-293-4855 to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. (Fall 2013)

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

ATTENDANCE POLICY FOR FACE TO FACE COURSES

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definitions: Absent: Failing to attend all or a significant portion of a class or lab session.

A. Students may not be marked as absent if missing class for situations such as, but not limited to

1. participating in a required university activity such as a field trip;
2. fulfilling a military obligation;
3. a mandatory court appearance;
4. death in the immediate family;
5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

Procedures:

Early Intervention

A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.

B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences

A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.

B. Students should be aware any of the following may impact their financial aid:

1. being administratively withdrawn from a course
2. dropping a course
3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

COURSE OUTLINE

DATE	Intro to Design/Drafting Topics
Thursday, January 05, 2017	Introductions, Syllabus & Module 1
Tuesday, January 10, 2017	Module 1
Thursday, January 12, 2017	Module 2
Tuesday, January 17, 2017	Module 3
Thursday, January 19, 2017	Module 3
Tuesday, January 24, 2017	Module 3 / Review / Module 4
Thursday, January 26, 2017	Test #1
Tuesday, January 31, 2017	Module 4 & 5
Thursday, February 02, 2017	Module 5
Tuesday, February 07, 2017	Module 5
Thursday, February 09, 2017	Module 5 / Review
Tuesday, February 14, 2017	Test #2
Thursday, February 16, 2017	Module 6
Tuesday, February 21, 2017	Module 7 & 8
Thursday, February 23, 2017	Module 8
Tuesday, February 28, 2017	Module 8
Thursday, March 02, 2017	Module 8 & 9
Tuesday, March 07, 2017	Module 9 / Review
Thursday, March 09, 2017	Test #3
Tuesday, March 14, 2017	Spring Break
Thursday, March 16, 2017	Spring Break
Tuesday, March 21, 2017	Module 10
Thursday, March 23, 2017	Module 10 & 11
Tuesday, March 28, 2017	Module 11
Thursday, March 30, 2017	Advisory Board Meeting
Tuesday, April 04, 2017	Module 11 & 12 / Review
Thursday, April 06, 2017	Test #4
Tuesday, April 11, 2017	Module 12
Thursday, April 13, 2017	Module 12

*Schedule subject to change at instructor discretion.

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.

OTHER LAB AND CLASSROOM POLICIES

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.

Final 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. No more paper copies will be passed out after the first couple of class sessions.