

**Oklahoma State University Institute of Technology**  
**Face to Face Common Syllabus**  
*Spring 2017*

**ETDG 1253 – TECHNICAL DRAWING**

Using visualization skills and considering spatial relationships each learner will create technical drawings that include orthographic, section and auxiliary views. Complete dimensioned drawings will be created according to ANSI and other industry standards. Using Microsoft software, all learners will produce a bill of material, calculate unit conversions and perform Internet research.

**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:** MWF 10:00–11:25AM

**Prerequisite or Co-requisite:** ETDG 1143, MATH 1513

**Instructor Name:** Michael Freeman

**Instructor Phone:** (918) 293-5052

**Office:** DWRTC Room #115

**Instructor email:** [michael.freeman@okstate.edu](mailto: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:** *Modern Graphics Communication*, Giesecke, Prentice Hall, ISBN #0135151031

**References:** *The AutoCAD 2000 or better Tutor for Engineering Graphics*, Kalameja, Thomson Learning

**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.	Test 1
*Draw using geometric construction.	Special S-Wrench; Test 1
*Draw using orthographic projection.	Index Feed; Test 2
*Dimension using ANSI standards and industry norms.	Dimensioning Problems

*Draw typical and complex section views.	Column Support; Test 3
*Search and find information from previous drawings, manuals or vender catalogs. Needed for current project	Belt Tightener
*Use Microsoft Office for documentation, presentations and calculations.	Final Project
Draw auxiliary views.	Holder Block; Test3
*Calculate fits and tolerances.	Tolerance Sheets; Test 4
*Draw using fits and tolerances.	Belt Tightener
*Create assemblies with BOM and callouts.	Final Project
*Select the best fastener to use on the current project.	Belt Tightener
*Design parts using industry standard design criteria.	Final Project
*Use Microsoft Excel and /or a calculator to solve assigned problems.	Belt Tightener

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..... .25%  
 Assembly Projects.15%  
 Unit Exams... .. 45%  
 \*Test #1  
 Final Project.....15%

<b>OSUIT Grading Scale</b> A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 & below
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**Remember!** All technical classes require a 70% or better for graduation

\*The student's grade for this test 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.

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](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	Technical Drawing
Friday, January 06, 2017	Introductions, Syllabus & Module 1
Monday, January 09, 2017	Module 1
Wednesday, January 11, 2017	Module 1 & 2 / Review
Friday, January 13, 2017	Test #1
Monday, January 16, 2017	MLK Day
Wednesday, January 18, 2017	Module 2
Friday, January 20, 2017	Module 2
Monday, January 23, 2017	Module 3
Wednesday, January 25, 2017	Module 3
Friday, January 27, 2017	Module 3
Monday, January 30, 2017	Review
Wednesday, February 01, 2017	Test #2
Friday, February 03, 2017	Module 4
Monday, February 06, 2017	Module 4
Wednesday, February 08, 2017	Module 4
Friday, February 10, 2017	Module 5
Monday, February 13, 2017	Module 5
Wednesday, February 15, 2017	Module 5
Friday, February 17, 2017	Review
Monday, February 20, 2017	Test #3
Wednesday, February 22, 2017	Module 6
Friday, February 24, 2017	Module 6
Monday, February 27, 2017	Module 6
Wednesday, March 01, 2017	Review
Friday, March 03, 2017	Test #4
Monday, March 06, 2017	Module 7
Wednesday, March 08, 2017	Module 7
Friday, March 10, 2017	Module 7
Monday, March 13, 2017	Spring Break
Wednesday, March 15, 2017	Spring Break
Friday, March 17, 2017	Spring Break
Monday, March 20, 2017	Module 7
Wednesday, March 22, 2017	Module 7
Friday, March 24, 2017	Module 7
Monday, March 27, 2017	Module 7 Due
Wednesday, March 29, 2017	Module 8
Friday, March 31, 2017	Module 8
Monday, April 03, 2017	Module 8
Wednesday, April 05, 2017	Module 8 Due / Final Project

Friday, April 07, 2017	Final Project
Monday, April 10, 2017	Final Project
Wednesday, April 12, 2017	Final Project
Friday, April 14, 2017	Final Project
Monday, April 17, 2017	Final Project
Wednesday, April 19, 2017	Final Project Due
Friday, April 21, 2017	Catch up day if needed

\*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.

**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.**