CENTRAL TEXAS COLLEGE
DFTG 1491
ST DRAFTING AND DESIGN TECH – GENERAL DRAFTING

Instructor: _____

Contact Information: _____

Office Hours: _____

COURSE DESCRIPTION

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD) and drafting by hand.

This course addresses the course objectives of Critical Thinking Skills (CT), Communication Skills (COM), Empirical and Quantitative Skills (EQS), and Personal Responsibility (PR).

This course satisfies the Drafting & Design degree requirements. Please check your degree plan to determine the status of this course in your program of study.

This course is occupationally related and serves as preparation for careers in Architecture and Engineering as a drafter.

Prerequisites: Second semester sophomore standing in the Drafting Program. DFTG 1417 and DFTG 1358

LEARNING OUTCOMES

Learning outcomes are determined by local occupational need and business and industry trends. The general objectives of this course are to address those local occupational needs and business and industry trends. The specific objectives will be determined when the student declares the field of drafting he/she plans to study. The student will have finish two projects and make an interview training in each of the following areas:

1.   Machine Drawing
2.   Architectural Drafting

Upon completion of the course the student should have a technical as well as a theoretical knowledge of the specific field of drafting he/she has chosen.

INSTRUCTIONAL MATERIALS

The instructional materials identified for this course are viewable through
https://www.ctcd.edu/books.

COURSE REQUIREMENTS

A. Required or Recommended Reading

Obtain the appropriate reference materials for the project i.e. the "Architectural Standards" for Architectural Drafting Project.

B. The students will work on drafting projects. These projects may be developed by the student or be assigned by the instructor.

C. A copy of all project materials must be turned in to the instructor. No project will be released back to the student until it has departmental approval.

D. The student is required to record the requirements and specifications of all projects.

E. It is mandatory that the student meet with the instructor on a weekly basis for a progress report and project discussion.

F. A typewritten or computer-generated project summary report will be turned in at the end of the semester.

MAJOR ASSIGNMENTS

A. Student will submit two projects and conduct two training interviews.

B. As a part of the required coursework students will:

1. Keep a journal/notebook to record all relevant course activities i.e. projects, project requirements, time limits, cost analysis, etc.
2. Provide the department with a copy of all computer-generated project drawings and keep a personal file of such drawings for record and/or revisions.
3. Prepare an employment Resume with cover letter.
4. Compile an interview ready portfolio of drawings.
5. Complete a Project Time and Effort Report.

EXAMINATIONS

Due to the format of the course and the individual nature of the projects, there will be no scheduled exams.

SEMESTER GRADE COMPUTATION

Two Projects	= 80%
Two interviews training	= 20%
Total	= 100%

Unless otherwise instructed, all assignments shall be the individual work of the student. Although collaboration and assistance by other students is encouraged, the creation and production of the work must be that of the individual student. The electronic (or otherwise) sharing of assignments is to be considered collusion and shall result in disciplinary action.

A "C" or better is required to receive credit for this class.

CENTRAL TEXAS COLLEGE'S POLICIES, PROCEDURES, AND STUDENT SERVICES.

As a CTC student, you should become familiar with the multitude of services that are available to you. These include academic advising and support as described at the CTC website at http://www.ctcd.edu/students/current-ctc-students/academic-advising/ . Recognizing that CTC serves students around the world, CTC ensures that these services apply to all students regardless of location. Refer to the catalog and handbook for your location for additional information. Check with your local CTC office if you have questions.

> **Americans with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at http://www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

You are responsible for upholding the Academic Policies and Guidelines presented in the CTC catalog, Student Handbook, and at the CTC website at http://www.ctcd.edu/academics/catalog/catalog-texas/academic-policies/ . Note these important polices:

> **Absence/Participation Policy:** The census date is the day that CTC legally certifies with the State of Texas the number of enrollments in each course. This chart depicts the census date based on course length:

Length of Class in Weeks	Census Date	Last date to Withdraw from a Class
3	2nd Class Day	2nd Week
5	4th Class Day	3 1/2 Week
8	6th Class Day	6th Week
10	7th Class Day	7th Week
12	9th Class Day	9th Week
16	12th Class Day	12th Week

Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay tuition and fees. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required.

Faculty are prohibited from withdrawing students from a course after census. **After the census date, students wishing to withdraw must withdraw themselves through the CTC business office, Eagles on Call, Etrieve (online), or the ArmyIgnitEd portal (if Army).** Contact your local site representatives or Eagles on Call if you have questions.

> **NOTE: For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.**

Scholastic Honesty and Academic Misconduct: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty and are addressed in the CTC Catalog and the Student Handbook:

- **Plagiarism -** The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion -** Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating -** Giving or receiving information on examinations.

Academic Misconduct includes

- sharing passwords and other log-in information to Blackboard or BioSig-ID.

- masking IPs, using Virtual Private Networks (VPNs), or otherwise disguising location.

Students guilty of scholastic dishonesty may be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

EagleMail: All official electronic communication from CTC and from your instructors will be sent to your student email account. It is essential that you set up your account and check it at least three times a week. For instructions on using this account, go to https://www.ctcd.edu/students/current-ctc-students/student-email/ .

Tutors: Tutoring services are available through the Academic Studio and other resources.

- **Academic Studio** at https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/ .
- **Advanced Math Lab** at https://www.ctcd.edu/academics/instructional-departments/mathematics/advanced-math-lab/
- **Online Writing Lab and Math Tutors** in Blackboard**.**
- **Eligible service members and dependents** at https://military.tutor.com/home
- **CTC Library Services for Students** at http://www.ctcd.edu/academics/library/ **.**

Contact the **CTC IT Department** for help with WebAdvisor, Etrieve, and EagleMail. See this URL for Points of Contact: http://www.ctcd.edu/students/student-it-services/ . Contact **DEET technical support** as described at http://online.ctcd.edu/on_demand_blackboard.cfm for help with Blackboard and BioSig-ID.

Please direct questions to your local site representative or student advisors at **Eagles on Call** if you are not at a CTC location. Go to this webpage for contact information: http://www.ctcd.edu/students/current-ctc-students/academic-advising/distance-education-students/

Refer to the CTC website at https://www.ctcd.edu/ and the Distance Education and Educational Technology (DEET) website at https:online.ctcd.edu for further updated information. Check the Quick Links at the DEET website for Blackboard Help and Student Resources.

Your instructor may have additional requirements or restrictions as presented below

NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

Excessive Absences
Absences from classes for any reason may be reflected in the student's performance in the course because absences for any reason negatively affect the learning process, the individual student, and the class. The specific course objectives will be reviewed at the initial class meeting and may be different for different courses in the college or even within a department or program.

Civility

Individuals are expected to be cognizant of what a constructive educational experience is and be mindful of that at all times. The learning environment should be treated as a workplace simulation and should be approached with respect and in a respectful manner to others participating in this environment. Proper etiquette and respect for others should always be displayed. Failure to do so can result in disciplinary action up to and including expulsion.

Office Hours

The instructor maintains regular posted office hours and should be available during these times but prior appointments and other students and/or meetings may limit availability during these posted times. Students are advised to make an appointment with the instructor or office staff to ensure meeting time and availability.

Disability Support Service

"Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the web site at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office."

COURSE SUBJECT MATTER

This is a competency-based program in which there is no classroom discussion. Each student is guided through the program assignments on an individual basis.

The student will have finish two projects and make an interview training in each of the following areas:

1. Machine Drawing
2. Architectural Drafting

Upon completion of the course the student should have a technical as well as a theoretical knowledge of the specific field of drafting he/she has chosen. However, in addition to the assigned project requirements, it will be the responsibility of the student to:

A. Keep a journal/notebook to record all relevant course activities i.e. projects, project requirements, time limits, cost analysis, etc.
B. Provide the department with a copy of all computer-generated project drawings and keep a personal file of such drawings for record and/or revisions.
C. Prepare an employment Resume with cover letter.
D. Compile an interview ready portfolio of drawings.
E. Complete a Project Time and Effort Report.

Please note: This syllabus is subject to change at the discretion of the instructor.