

COURSE SYLLABUS

DFTG 1305 (3:2:4)

TECHNICAL DRAFTING

Computer Aided Drafting & Design

Industrial Technology Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

Fall 2020

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

I. GENERAL COURSE INFORMATION

COURSE DESCRIPTION

DFTG 1305 - Technical Drafting (3:2:4)

Pre-requisite: ENGR 1304 or concurrent with ENGR 1304

This is a basic introductory course in the fundamentals of engineering drawing. This course is designed to build a strong foundation in the practices and principles of engineering drawing that includes: Routine engineering and drafting department customs, standard engineering and drafting terminology, the alphabet of lines, the use of various measures (scales), and freehand sketching and dimensioning concepts. The student gains practical experience in geometric construction, size and shape description, projection methods, sectional views, auxiliary views, dimensioning and basic industrial manufacturing processes, and computer-aided drafting and design are introduced in this course work.

The scope of **Technical Drafting (DFTG 1305)** will be for sixteen weeks, which will include two (2) hours of lecture per week and four (4) hours of laboratory experience per week, for a total of ninety-six (96) contact hours per semester.

COURSE LEARNING OUTCOMES

Demonstrate an understanding of geometric construction, various view selections, and principles of working drawings, competency in drafting principles in plane geometry, technical sketching, orthographic projection theory and practice, auxiliary views, and competency in sectioning, dimensioning, and defining tolerances.

The knowledge and skills obtained in **Technical Drafting (DFTG 1305)** will be an essential part of the education required to continue the study of Computer Aided Drafting & Design. Successful students will possess the knowledge and skills to be competent and effective in the subsequent consecutive course work that is required for the training of the Computer Aided Drafting & Design Specialist.

COURSE COMPETENCIES

Upon successful completion of this course (as outlined by: lesson & grade criteria and standards for course grades) the student will have accomplished the following skills and abilities:

- 1 Demonstrates an understanding of engineering and drafting department routines and terminologies.
- 2 Understands the alphabet of lines and demonstrates elementary technical sketching and shape description.
- 3 Demonstrates proficiency in the use of engineering scales (measurement).
- 4 Demonstrates an understanding and practical proficiency in geometric construction.
- 5 Demonstrates an understanding and practical proficiency in multiview drawing (orthographic projection).
- 6 Demonstrates an understanding and practical proficiency of sectional views.
- 7 Demonstrates an understanding and practical proficiency of auxiliary views.
- 8 Demonstrates an understanding and practical proficiency in dimensioning engineering drawings.
- 9 Demonstrates an understanding and practical proficiency in working drawings (production drawings).
- 10 Have an elementary understanding of computer-aided drafting and design.

ACADEMIC INTEGRITY

It is the aim of the Computer Aided Drafting & Design faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in the college catalog). **At times, working with other students is encouraged** for some assignments and meets SCANS competencies C-9 through C-14. If you have a question as to whether you may work with other students on any assignment, ask your instructor.

COURSE SYLLABUS

COURSE TITLE:	Technical Drafting
COURSE NUMBER:	DFTG 1305 (Fall 2020)
PREREQUISITE(S):	ENGR 1304 or concurrent with ENGR 1304
LOCATION:	TA 207

INSTRUCTOR:	Terry Stucker
OFFICE LOCATION:	TA 206
PHONE:	806.716.2349
E-MAIL:	tstucker@southplainscollege.edu
REMIND:	@spcdf

OFFICE HOURS:	Monday: 9:30a-10:30a & 12:30p-2:00p Tuesday: 1:00p-2:00p Friday: 8:00a-12:00p (by appointment only)
----------------------	---

SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

TEXTBOOK & OTHER MATERIALS

Textbook: (To be purchased)

Book Title: Technical Drawing 101 with AutoCad 2020

Author: Smith, D., et.al.

Publisher: SDC Publications

ISBN: 978-1-63057-342-3

Spiral or other notebook for notes, sketches

Folder for handouts, papers etc.

Pen, Pencil, Eraser

Software: (Provided in CAD labs) - AutoCAD 2021

COURSE OUTLINE

- 1) ORIENTATION
- 2) COMPUTER AIDED DRAFTING & DESIGN DEPARTMENT PRACTICES
- 3) TECHNICAL DRAWING
- 4) TRADITIONAL DRAWING METHODS AND MEDIA
- 5) ALPHABET OF LINES
- 6) MULTIVIEW DRAWINGS (ORTHOGRAPHIC PROJECTION)
- 7) TECHNICAL FREEHAND SKETCHING AND SHAPE DESCRIPTION
- 8) GEOMETRIC CONSTRUCTION
- 9) COMPUTER AIDED DRAFTING BASICS
- 10) SECTIONAL VIEWS
- 11) AUXILIARY VIEWS
- 12) DIMENSIONING FOR MECHANICAL DRAWINGS
- 13) PRODUCTION DRAWINGS (WORKING DRAWINGS)

ATTENDANCE POLICY

The Technical Graphics Specialist is a professional person working in a business or industrial setting that demands much from its team of employees. For this reason, one who is often tardy or absent from work creates an additional burden for his or her co-workers.

The Computer Aided Drafting & Design program, similar to all the allied engineering professions, requires mature attendance to both lecture sessions and laboratory experiences. Obviously, once missed, a class situation cannot be effectively recreated for students who are not present. Your instructors feel that for a student to succeed, that student must not only be present, but must exercise prudent use of class time. Late or absent members tend to retard the progress of the entire class.

Punctual and regular attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. **ABSOLUTELY NO CLASS TIME WILL BE USED TO UPDATE INFORMATION MISSED DUE TO TARDINESS OR ABSENTEEISM**; it is the student's responsibility to arrange an appointment with the instructor at a time that will not conflict with class schedules in regard to applicable make-up work.

The CAD department implements the following standard absentee policy:

- 1) Two (2) possible absences per day (one for lecture, one for lab)
- 2) Students are allowed six (6) absences **or** 12 tardies*
- 3) Four (4) tardies = 1 absence
- 4) The 7th absence will result in the student being dropped from the course

*Tardies will be 10 or more minutes past class start time as shown in the appropriate schedule of classes. Also leaving class without all active assignments completed before the last 15 (fifteen) minutes may also be counted as a tardy.

NOTE: Instructors in the Computer Aided Drafting & Design program have the prerogative to amend the standard absentee policy. However, the instructor must notify each student in writing of the attendance policy change.

Any student wishing to drop this class should go through the proper procedure of initiating the withdrawal by obtaining a **drop form** from the Registrar's Office. This form must be signed by the instructor. This procedure provides the opportunity for counseling with the student by the instructor and determining the reason and justification for withdrawal.

Whenever absences become excessive, an **Excessive Absence Report** will be sent to the Dean of Students and, if in the instructor's opinion, minimum course objectives cannot be met due to absences, the student will be withdrawn from the course with the appropriate letter grade X, W, or F.

ASSIGNMENT POLICY

- 1) All required work must be turned in on time in order for the student to benefit from the corrections and to prepare for future assignments.
- 2) All assignments (practical drawing assignments and/or practical drawing test, objective assignments and/or objective test) will be due at **specified times and dates**. Any drawing assignments that are *not* turned in at the specified time and date will immediately receive a grade of Zero (0) – Late work will still be graded, but with a maximum grade of 85 – this will count as the students' correction or resubmission (see #4).
- 3) All electronic classwork must be saved to your folder on the cad server. Any assignment not on the server at the time of grading will immediately receive a grade of Zero (0) – improperly filed work will still be graded, if it is filed correctly, but with a maximum grade of 85 – this will count as the students correction or resubmission (see #4).
- 4) Assignments with a grade below 85, unless otherwise specified, can be corrected and resubmitted for a corrected grade. A corrected grade will have a maximum value of 85. This is a one-time correction process and does not apply to late or missing work.

GRADING POLICY/PROCEDURE

- 1) Daily course work (lecture and laboratory experiences) = **50%** of the semester grade. Practical drawing assignments will be graded on the following:
 - a) Ability to follow directions
 - b) Neatness
 - c) Line Criteria
 - d) Text Criteria
 - e) Dimensioning Criteria
 - f) Choice & Location of Views
 - g) Correctness & Accuracy of Views (shape description)
 - h) Printing and Plotting
- 2) Mid-Term Project / Exam = **20%** of semester grade. The mid-term project will be a comprehensive project comprised of practical skills developed to this point in the semester.
- 3) Final Exam = **20%** of the semester grade. The final project will be a comprehensive project comprised of practical skills developed throughout the semester.
- 4) Attendance = **10%**

NOTE: Instructors in the Computer Aided Drafting & Design program have the prerogative to amend the standard assignment and grading policy. However, the instructor must notify each student in writing of changes made to assignment and grading criterion.

STANDARDS FOR COURSE GRADES

Final grades will be determined using the following scale:

- A: 90 - 100%
- B: 80 - 89%
- C: 70 - 79%
- D: 60 - 69%
- F: 59% or Below

ADDITIONAL POLICIES & ACCOMODATIONS

BUILDING POLICIES

- 1) **ABSOLUTELY NO** use of tobacco products will be allowed in the classroom. Only covered drinks will be allowed. Any food should be consumed outside the actual classroom so as not to distract others.
- 2) Headphones are not allowed during lecture portions of class, but are allowed during lab if the volume is turned down so as not to be heard by other class members. Violation of this will result in loss of the privilege of using headphones.
- 3) Phones must be turned off during the lecture portion of class. If a call must be made or received while in class (lecture or lab), please excuse yourself to a hallway so as not to interrupt class or distract other students.
- 4) Each student must clean their workstation and restart their computer or log off of your profile at the end of class.
- 5) **ABSOLUTELY NO** rough or boisterous play or profanity will be allowed in the classroom.
- 6) Students should adhere to standards established in the SPC Catalog (Student Conduct) and Student Guide. Students in the Computer Aided Drafting & Design program must follow all safe practices in the classroom and other laboratory work areas. Further, chemical hazards and appropriate MSDS safety practices will be covered by the instructor during the first class session if potential for exposure exists.
- 7) The computers within the CAD Lab have been optimally set to enhance learning for students. The configurations are set to establish a base of reference for all students, and so the instructor can optimize aid to each student. Please do not alter the configurations of any workstation or computer at any time.

Lab computers are monitored remotely. No outside computers or tablets are to be used in Lab rooms.

ACCOMMODATIONS

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age (SPC Equal Opportunity Policy--General Catalog).

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <https://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.