

PARTICIPATION	Since this course is collaborative in nature, students must demonstrate their ability to work well in a team setting.
WRITTEN DOCUMENT	The written document must follow appropriate and acceptable formats, language and presentation for the industry-specific project chosen.
WORKING DRAWINGS	A complete set of working drawings must be submitted that demonstrate a working knowledge of all drafting/drawing standards, concepts and principles.
PRESENTATION	Final Presentation will be graded on professionalism, knowledge of project and ability to convey project to the panel.

CLASSROOM POLICIES

ATTENDANCE	<p>Three (3) absences, for any reason, are allowed per semester. Your overall attendance grade for the semester will be reduced by ten (10) points for each absence over the allowable limit.</p> <p>Late arrival (Tardiness), defined as not being present in class within 15 minutes of the scheduled start of class, will count as a $\frac{1}{2}$ absence. A maximum of six (6) late arrivals are allowed per semester. Your overall attendance grade for the semester will be reduced by ten (10) points for each late arrival over the allowable limit.</p> <p>If a student has not participated in the course in any form for a minimum of six (6) consecutive classes, without any communication from the student and is earning a solid "F", the student will be contacted and encouraged to initiate a student withdrawal.</p>
WITHDRAWAL	<p>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.</p>
OTHER POLICIES	<p>Drinks are allowed in the classroom/lab during lecture. Food is not allowed in the classroom/lab during lecture. Food and/or drinks will be allowed in the classroom/lab near a student's workstation if the computers are not affected in a negative way and/or the food/drinks do not distract/disturb the instructor or other students. All drinks must be stored away from the computer so as not to damage any component. All workstations must be thoroughly cleaned, and all trash must be properly disposed of before a student leaves class.</p> <p>Music is allowed in the classroom during lab time if it is played through headphones.</p> <p>Cellphones are only permitted during lab time when used directly for research or class initiatives. If your cell phone rings or you need to make a phone call, please promptly excuse yourself from the class to address the call.</p> <p>At the discretion of the instructor, a failing grade ("F") may be assigned to a student's overall course grade and/or the student's assignment grade in the case of academic dishonesty (cheating) and/or plagiarism due to the severity of the student's actions and disregard for the learning objectives of the course.</p> <p>Students should adhere to all other standards established in the SPC Catalog found under <i>Student Conduct</i>.</p>

ACCOMMODATIONS

Students can find statements regarding COVID-19 Protocol, Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry at <https://www.southplainscollege.edu/syllabusstatements/>.