



# Electro-Mechanical Drafting-18004

DFTG-1329

RT 2023 Section 0001 3 Credits 08/21/2023 to 12/17/2023 Modified 08/17/2023

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## Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

<https://www.hccs.edu/about-hcc/> (<https://www.hccs.edu/about-hcc/>)

## Course Meetings

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### Course Modality

This is a hybrid format lab [HL]: Face-to-face meeting & online

<https://eagleonline.hccs.edu/>

### Meeting Days

Fridays: face-to-face & online: TBA

### Meeting Times

8:00am-10:50am

### Meeting Location

Spring Branch Campus, Room 310

## Welcome and Instructor Information

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Instructor: Prof. Francis Ha, BS, MA Office Phone: 713-718-5544

Office: Suite AD1 Office Hours: Tuesdays 1:00pm-2:00pm

Online meeting: Mondays 11:00am-1:00pm

It's advised that you should initiate a meeting appointment with the instructor in advance by one of the following means:

- Email him at [francis.ha@hccs.edu](mailto:francis.ha@hccs.edu)
- Send text message to him at 281-804-8090
- Call his office phone number 713-718-5544

HCC Email: [francis.ha@hccs.edu](mailto:francis.ha@hccs.edu) Office Location: Spring Branch Campus

Best method of contact: either on Canvas Inbox or email to: [francis.ha@hccs.edu](mailto:francis.ha@hccs.edu).

In case of emergency, please send text message to your instructor: 281-804-8090

## Instructor: Professor Francis Ha

Email: [francis.ha@hccs.edu](mailto:francis.ha@hccs.edu)

Phone: 713-718-5544

Website: <https://learning.hccs.edu/faculty/francis.ha> (<https://learning.hccs.edu/faculty/francis.ha>)

## What's Exciting About This Course

This course is exciting because...

## My Personal Welcome

Welcome to the course!

## Preferred Method of Contact

Add Content Here

## Course Overview

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### Course Description

A basic course including layout and design of electromechanical equipment from engineering notes and sketches. Emphasis on drawing of electronic equipment control panels, interior hardware, exterior enclosure, detailed and assembly drawings with a parts list, and flat-pattern layouts.

Upon successful completion of this course, the student will gain an understanding of function of mechanical components in assemblies that are electrical by nature and how properties of such components influence a design while taking insight into standardized guidelines used as references by electromechanical drafters and designers.

This course is designed to provide the beginning drafting student with fundamental manual drafting skills. It covers an introduction to the principles of drafting: terminology, sizes and shape descriptions, projection methods, geometric construction, sections, auxiliary views and dimensioning.

### Requisites

Must have completed DFTG 1305 and DFTG 1309 with a grade D (or higher).

### Department Website

<https://www.hccs.edu/programs/areas-of-study/construction-industry--manufacturing/drafting--design-engineering-technology/>  
(<https://www.hccs.edu/programs/areas-of-study/construction-industry--manufacturing/drafting--design-engineering-technology/>)

## Core Curriculum Objectives (CCOs)

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The Department of Labor has identified skill sets that U.S. employers want most in entry level employee. It is our commitment to prepare every student with the knowledge and skills needed to succeed in today's dynamic environment. The HCCS Drafting & Design Engineering Technology Department has specified that the course address the following core objectives:

- Interpret/communicate data: Selects and analyzes information and communicates the results to others using oral, written, graphical, pictorial, or multi-media methods.
- Monitors and corrects performance: Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system, organization, and takes necessary action to correct performance.
- Design/improve systems: Prevents, identifies, or solves problems in machines, computers, and other technologies.
- Creative thinking: Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.

- Students will be presented with a civil engineering problem for which they will be required to design solution.
- Based on known trends and their creativity, each student will be responsible designing a solution and diagnose deviations and solve problems in the function of the design and take actions necessary to improve on and correct performance.
- Evaluation of these skills will be based on the creativity, functionality and efficiency of the civil design.

## Student Learning Outcomes and Objectives

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### Learning Outcomes:

- Understanding of the basic components of electro-mechanical designs.
- Ability to produce mechanical drawings of single parts.
- Knowledge of joining methods of assembled mechanical parts.
- Familiarity with ANSI standards and published guidelines for electro-mechanical designs.

### Learning Objectives:

Upon completion of the course, the student should be able to:

1. Demonstrate familiarity with common mechanical parts in electro-mechanical system.
2. Understand the principles of sizing mechanical components to fit design requirements.
3. Demonstrate knowledge of various types of engineering drawings and their use.

## Departmental Practices and Procedures

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### Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

### Program-Specific Student Success Information

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content.

Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely.

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Instructional Materials and Resources

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### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Textbook: (see instructor)

Title: "Introduction to Electro-mechanical Drafting Design" by Francis Ha

Edition: Newest

ISBN 13 :

HCC B&N Bookstore

1215 Holman St., Ste. 102

Houston, TX 77004

#### Material Covered

The course includes two chapter exams plus a comprehensive final exam. Exams will include multiple-choice, short answer, short essay questions, and may be quick drawings.

All exam' questions and answers are based on the following:

1. Weekly lectures from your instructor (40%)
2. Slide Shows and reading materials relating to the topics. (40%)
3. Textbooks (20%)

You are responsible for knowing which exam to take, what chapters to be covered, and when it is offered. Your instructor could send you reminders via Canvas announcements.

The exams will cover the corresponding reading assignments announced by your instructor,

### Other Instructional Resources

#### Turning in Assignments

[1329]

This Drafting course assignments specialized in AutoCAD. Once completing the assignment, please convert it to .pdf format before submitting it online by the deadline as per instructed.

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

Even if your computer crashes, you are still responsible for meeting the course deadlines. For in-person class, each campus has computer labs available for students. Houston Community College is comprised of 6 regions with several campus locations per region. Each campus provides computer labs for education support. Computer labs are generally located at each campus library.

#### Exam Make-Up Policy

If you miss a chapter exam, you must explain why and request a make-up test in writing to your instructor through the Canvas Inbox. You will receive a score of zero for any unexplained or unexcused missed exam, and your instructor reserves the right to disqualify your excuse. Makeup exams are given only in cases of documented illness, legal cases, or other extenuating circumstances, not just because you haven't studied.

Makeup exams must be arranged by you no later than the next day after the exam deadline or at the end of your emergency. There is NO make-up for Final Exam.

#### Time frames for Taking Exams

Check the Course Calendar for the scheduled times and dates for each exam including the final exam. This course does not have exams that are taken in the Testing Centers or in a F2F setting with the instructor.

For more information about taking an exam in Canvas format, refer to [How Do I Take a Quiz \(linked to an external site\)](https://community.canvaslms.com/docs/DOC-3171) (<https://community.canvaslms.com/docs/DOC-3171>) in the Canvas Student Guide.

## ✓ Course Requirements

### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Home Assignments	50%	Weekly drawing Assignments	<ul style="list-style-type: none"> <li>There are assignments, a possible mid-term project (for Hybrid face-to-face &amp; online class). Unless otherwise notified, students are required to submit assignments and projects using scanned .pdf file and submit online via Eagle's Canvas.</li> <li><b>Note:</b> One point penalty will be automatically deducted for each day of late submission (beyond 11:59pm on the due date).</li> </ul>
Examinations	20%	Chapter Exams	<ul style="list-style-type: none"> <li>Two Chapter Exams (Exam-1, Exam-2) for this class. All exams consisting of multiple-choice questions.</li> <li>A week before the exam day, students will be provided the questions without the answers for self-review.</li> </ul>
Finals	20%	Final Exam and Final Project	<ul style="list-style-type: none"> <li>Students who fail to perform the Final Exam will receive zero for this category.</li> <li>There will be <b>no make-up for Final Exam</b> since the instructor needs to submit the course grade results to the System by the deadline.</li> </ul>
Attendance	10%	Classroom Show-up	<ul style="list-style-type: none"> <li>Class attendance is checked at every class meeting.</li> <li>See Attendance Procedures below for more info.</li> </ul>

### Grading Formula

Grade	Range	Notes
A	90 points and above	
B	80 to 89.99 points	
C	70 to 79.99 points	
D	60 to 69.99 points	
F	59.99 points and below	

## \* Instructor's Practices and Procedures

### Incomplete Policy

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# Assignment Submission & Late Submission policy

## Assignment Submission Policy

1. Assignments must be converted to pdf format before submission online.
2. All assignments and projects should be turned in by 11:59pm of the due date.
3. One point (out of 100) penalty will be automatically deducted for each day of late submission.

## Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

## Attendance/Withdrawal Procedures

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

## Student Conduct

Please approach me for my guidance regarding the Faculty Statement on Student Success

## Instructor's Course-Specific Information

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu/>)) to supplement in-class assignments, exams, and activities.

## Faculty Statement about Student Success

Here is my guidance for your success in this course, aimed at achieving the highest grade possible. To excel, simply follow these steps:

1. *Attend all mandatory class sessions. If you are unable to attend due to severe illness or an emergency, please inform me as soon as possible.*
2. *Complete assignments immediately after the class concludes, ensuring they are finalized and submitted a few days before the deadline. Procrastination should be avoided.*
3. *Engage in Self-Review before each exam. It's important to note that answers for all exams can be located in the Weekly Lectures and Slide Show (75%), as well as the textbook (25%). Supplementary resources, such as weekly video clips and lecture recordings, if accessible, can also aid you in locating the correct answers.*

Your progress in this course holds great significance to me, and I am committed to assisting your learning journey. Please don't hesitate to reach out if you encounter any challenges.

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu/>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

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## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

### Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search

- Childcare
- Ability Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

## Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be

directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

## Mandatory Reporters

Under Texas Education Code 51.252 (formerly known as Senate Bill 212), HCC Instructors are mandatory reporters of sexual harassment, dating violence (domestic violence), sexual assault, and stalking. All instructors are required by law to report to the College's Title IX coordinator or Deputy Title IX coordinator all reports disclosed to them relating to sexual harassment, dating violence (domestic violence), sexual assault, and stalking alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident. Instructors are required by law to include all the information they know about the incident, including the name of the student(s), in the report to the College's Title IX coordinator or deputy Title IX coordinator.

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources (<https://www.hccs.edu/cares> (<https://www.hccs.edu/cares>)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support (<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)). Furthermore, please notify the professor if you are comfortable doing so.

## Student Resources

### Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at <https://hccs.edu/tutoring> (<https://hccs.edu/tutoring>).

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

## Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

## Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits the unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience as an instructor and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publicly posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and

may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me, your instructor, or to the Manager of Student Conduct and Academic Integrity.

## Unauthorized Disclosure

"Unauthorized disclosure" occurs when any student provides instructional materials and/or assessments to other students in violation of a clear prohibition by the instructor. Examples include: posting assessment items to online sites such as Chegg or CourseHero; asking exam questions in forums like Reddit or Yahoo Answers; discussions of confidential question using Wechat or GroupMe, etc.

## Course Calendar

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**Please see your course Canvas' Module for detailed weekly Calendar**

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

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### Departmental/Program Information

The mission of the Drafting and Design Engineering Technology Program is to provide the most current technical training in Architectural or Engineering Design Drafting disciplines.

AWARD TYPES: Associate in Science, Certificate Level 1

We offer degrees in 6 specializations: General, Architectural, Civil, Electrical, Mechanical, Piping.

For study plans and additional information visit:

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/drafting--design-engineering-technology/> (<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/drafting--design-engineering-technology/>)

Students are strongly encouraged to register at HCC Career Services. It provides valuable resources on professional resume preparation, access to current job openings and future career fairs.

<https://www.hccs.edu/support-services/career-planning/> (<https://www.hccs.edu/support-services/career-planning/>)

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Minh Pham

minh.pham@hccs.edu

713-718-8410