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| **HCC Logo only 2008 c good** Houston Community College | **Department of****Drafting & Design Engineering Technology**  |  |
| **DFTG-2338****Final Project** |  **Syllabus** | Semester: **Spring 2016**Class (CRN) # **96225** (2nd Start) |
| **Semester Credit Hours (SCH):** 96**Credit Hours**: 3**Format:** Lecture: 1/3 Lab and/or Web: 2/3Weekly class meetings and home assignments: For 16-wk regular semester: 6 hrs. (4-5 hrs. for WE class) For 2nd Start 12-wk term: 8 hrs. (4.8-6 hrs. for WE class) For Summer 8wk term: 12 hrs. (7.2-9 hrs. for WE class) For 2338 (Final Project), 2380 (Coop. Ed. I), and 2381 (Coop Ed II) are individually meeting appointments with the instructor. **Note: Web Enhanced classes include online assignments.** | Professor/Instructor: Francis HaContact phone number: 713-718-5544Other phone number: Best times to call: Any time, please leave a message if needed.Email: francis.ha@hccs.edu | Class meeting location:• Campus: Pinemont Center, Room 146• Date: Tuesdays• Time: First session: 5:30pm-10:00pm Following sessions: individual meetingsBegin: Feb 16 – end: May 15, 2016 |
| *Any question or concern, please contact your instructor**first. You can also contact Lead Faculty or department administration for further assistance. Thank you.* | Faculty Department Chair: Francis Ha Phones: 713 718-5544Rowena Hubbard, Dept. Assistant: 713-718-8033 Email: francis.ha@hccs.edu | **Office:**1265 Pinemont Dr., Suite 151, MC 1376 Houston, Texas 77018. |

 *Revised 16-0112*

Message from the instructor:

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance*. *Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. See me either before or after class as I do not have an office at this campus*

**NOTE TO STUDENTS: This class is mostly face-to-face meetings between the instructor and students individually at the classroom or instructor’s office. Except for the first session and final presentation, the following date/time meetings, are set up based on the instructor and the student’s available schedules.**

 **PREREQUISITE:** Completion of at least 3 semesters: Final Semester or Drafting & Design Engineering Technology Department Chair’s approval.

**COURSE LEVEL:** Advanced

**TEXTBOOKS:** None or related topic text.

**STUDY MATERIALS**: Online and handouts

**REQUIRED COURSE MATERIALS**: A flash drive, 1GB min.

**COURSE DESCRIPTION:**

**-** Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, and student. Under the supervision of the college and the student combines classroom learning with work experience. Includes individual lecture components.

*- A drafting course in which students participate in a comprehensive project from conception to conclusion by attending individual meetings, instead of regular weekly class meetings. Students are required to prepare his/her project and present it, via media software (i.e. MS Power Point) to the whole class at the end of the semester.*

**JUSTIFICATION OF COURSE:** Students are trained to join today’s highly technical workforce by learning basic computer and software operations. Students are able produce drawings using AutoCAD software in an actual work environment. The students interact with other employees and contribute to the overall business/ industry production. They adhere to business standards and operating procedures and learn to be part of a team in the real world.

**COURSE OBJECTIVES:** As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

**KNOWLEDGE:**

1. industry related theories and concepts involving specialized materials, processes, procedures, regulations and systems.
2. interpersonal and teamwork skills and interactions
3. terminology of the occupation and the business industry
4. safety practices in industry

**SKILLS:**

1. demonstrate technical competencies as appropriate to the business/industry
2. apply critical thinking, problem solving, and decision-making skills
3. written and verbal communication using the applicable technology, and language of the business/industry.

**ATTITUDES/BEHAVIORS:**

1. demonstrate ethical behavior and good work habits
2. follow safety practices
3. demonstrate a willingness to learn
4. practice appropriate business/industry customer service behaviors
5. demonstrate appropriate interpersonal and teamwork skills as required by the business/industry.

**SCANS SKILLS:** The Department of Labor has identified skill sets that U.S. employers want most in entry level employees. It is our commitment to prepare every student with the knowledge and skills needed to succeed in today’s dynamic environment. Toward this end the following skills will be included in this course:

 ⯀ Serves clients/customers: Works and communicates with clients and customers to satisfy their expectations.

 ⯀ Sociability: Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings.

 ⯀ Understands systems: Knows how social, organizational, and technological systems work and operates effectively within them.

* Speaking: Organizes ideas and communicates oral messages appropriate to listeners and situations, listens and responds to listener feedback and asks questions when needed.

⯀ Self-management: Assesses own knowledge, skills, and abilities accurately: set well-defined and realistic personal goals,

monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non defensively; is a self starter.

**IN-CLASS PRESENTATION:**

Students are required to complete the following tasks:

1. Prepare his/her assigned research (library or online).
2. Meet the instructor at a scheduled appointments
3. In-class presentation of the Final Project at the end of the term.

Details with be elaborated by the instructor.

**LEARNING OUTCOMES**:

* Identify the problem
* Integrate problem solving and related technologies into the process
* Use industry standard research techniques
* Demonstrate proper documentation procedures
* Use industry standards and codes
* Prepare documentation relating to the design problem: conceptualization sketches, calculations, working drawing(s)

**PERFORMANCE OBJECTIVES**

**A. Demonstrate knowledge of Drafting Industry Standards**

Performance Objectives:

The student will:

* Use drawing media and related drafting materials
* List the elements of English/Imperial and metric systems
* Identify notes, symbols, and the placement of notes and symbols
* Identify “Alphabet of Lines”
* Identify the components of a title block
* Prepare Title blocks for various formats
* Identify and use various appropriate industry standard symbols
* Identify methods for reproduction of originals
* Identify the purpose of a freehand sketch
* Identify, create, and place appropriate orthographic views
* Identify, create, and place appropriate auxiliary views
* Identify, create, and place appropriate section views
* Identify, and create axonometric drawings
* Identify, and create oblique drawings
* Apply dimensioning rules correctly
* Use various dimensioning styles

Performance Objectives:

The student will:

* Use time management to complete a project on time within schedule
* Use planning and organizing in working with others to complete projects in a timely manner to prevent delays
* Develop listening skills that will enable the student to complete a project with few questions and prevent rework of drawings
* Use initiative to learn office methods, office requirements and office standards to enhance productivity
* Exhibit professional principals by dressing appropriately for work
* Exhibit professional principals by showing up on time for work and calling in as required when they can’t go in to work.

**STUDENT EVALUATION** (you can modify these percentages):

 Attendance 20%

 Presentation 20%

 Final Project 60%

 **Total:** 100%

**GRADING PROCEDURE:**

A = 90-100 B = 80-89

C = 70-79 D = 60-69

F = 59 and below. I = Incomplete (\*)

(\*) Fail to submit Final project or not show up at the Final Exam.

The drawing portion of the above evaluation criteria shall be based on the layout, dimensional accuracy, neatness, and timely completion.

**LATE ASSIGNMENT POLICY:**  Students are expected to show up on time at the meeting appointments with the instructor.

**MAKE-UP TEST/PROJECT POLICY:** NO make-up presentation is given for the final project presentation day.

**EXTRA CREDIT:** Extra credit work is offered only to assist students that that have a grade range of **“D**” or “**F**” at the mid-term break. This work cannot be substituted for regular assignments and can only raise the final grade to a maximum of a **“C”**.

**STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations for the classroom and/or testing must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.  Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Students who are requesting classroom and/or testing accommodations must first contact the DSS office for assistance prior to the beginning of each semester. At Northwest college, please call 713.718.5422.

**CLASS ATTENDANCE: You are expected to attend all meeting appointments**. In the case of your absence, you must contact the instructor immediately by email. Class attendance is checked based on the meeting appointments. You may be dropped from the class and get an F grade if you are absent more than 12.5% of the meeting appointment. For example: A 12.5% of 96-hour course, meeting twice per week for 3 hours per class meeting equals 12 hours. If you are absent more than 4 meetings (2 for 12-week 2nd Start, and 1 for 8-week Summer term), you may drop.

**WITHDRAWAL -** It is your responsibility to withdraw from the class if you cannot complete it. Failure to do so will result in an F grade. Check the calendar for official last day to withdraw.

**Note:** *Although it is your responsibility to officially withdraw from a class, please discuss with your instructor first. Consistent class attendance is very important. However, if you have to miss a class for a valid reason, you instructor may be able to help you catch up with the class. Please let your instructor knows as soon as possible if you have to miss a class. Valid reason is decided on a case by case basis. Departments and programs governed by accreditation or certification standards may have different attendance policies.*

**REPEAT COURSE**

Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.”

**RELIGIOUS HOLIDAYS:** If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is "a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code."

#### SCHOLASTIC DISHONESTY: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. College System Officials may initiate penalties and/or disciplinary proceedings against a student accused of scholastic dishonesty.

 □ **"Scholastic dishonesty"** includes, but is not limited to, cheating on a test, plagiarism, and collusion.

 □ **"Cheating"** on a test includes:

🞍 Copying from another student's test paper;

🞍 Using materials during a test that are not authorized by the person giving the test;

🞍 Collaborating with another student during a test without authority;

🞍 Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;

🞍 Bribing another person to obtain a test that is administered.

 □ **"Plagiarism"** means the misuse of another's work and the deliberate incorporation of that work into work you offer for credit.

□ **"Collusion"** means the unauthorized collaboration with another person in preparing work offered for credit.

Determination of scholastic dishonesty will be at the discretion of the instructor.

Reference the following web link for additional information: <http://www.hccs.com>

**ADVISING**

A senior advisor is connected to this class section and will meet with the class within the first two weeks of instruction. The senior advisor will review the advising syllabus and the ways in which you can communicate with him/her. Students are required to meet with their senior advisor at least twice within the semester. Participation in these advising sessions is required and will be a part of the grade in this success class.

**EGLS3 – Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**HCC PUBLIC EMERGENCY PLAN**

<http://www.hccs.edu/district/departments/police/crime-prevention--safety/hcc-public-emergency-plan/>

Every member of the Houston Community College community should understand his or her role in emergency situations. All faculty, staff, and students should review this plan so they can support their colleagues should an emergency arise.

Evacuation routes and assembly areas are posted throughout the campus(s). If you are faced with a situation that requires evacuation, proceed in an orderly fashion to the designated assembly area. If a situation arises that requires you to shelter-in-place, you will be given instructions to proceed to a designated area - do not leave the building. **In Case of Emergency** Dial 911 or call HCC Police at **713-718-8888**. To update your emergency contact information, log into PeopleSoft on the Student Sign-Ins page. The ["Run.Hide.Fight."](http://www.hccs.edu/district/departments/police/crime-prevention--safety/runhidefight-event/) videos provide the information you need to survive an active shooter event. (Fall 2015).

**DISCRIMINATION**

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oie@hccs.edu. Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or renee.mack@hccs.edu (Fall 2015).

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.  (Spring 2016)