

 HCC Houston Community College	Department of Drafting & Design Engineering Technology	
DFTG-1305 TECHNICAL DRAFTING	<h1>Syllabus</h1>	Semester: Fall 2016 Class (CRN) # 20981
Semester Credit Hours (SCH): 96 Credit Hours: 3 Format: Lecture: 1/3 Lab and/or Web: 2/3 Weekly class meetings and home assignments: For 16-wk regular semester: 6 hrs. (4-5 hrs. for WE class) For 2 nd 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) Note: Web Enhanced classes include online assignments.	Professor/Instructor: MAYS/ALSABBAGH Contact phone number: (832) 633-2335 Best times to call: 9am-6pm Email: mays.alsabbagh2@hccs.edu	Class meeting location: • Campus SPBR Room 317 • Date: SATURDAY • Time: 09:00Am-03:00pm
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: 713 718-5544 Rowena Hubbard, Dept. Assistant: 713-718-7264 Email: francis.ha@hccs.edu	Office: 1265 Pinemont Dr., Suite 151, MC 1376 Houston, Texas 77018.

Revised 16-0112

COURSE DESCRIPTION: Introduction to the principles of drafting to include terminology and fundamentals, including sizes and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction process.

TEXTBOOKS: “Technical Drawing with Engineering Graphics”
by Frederick E. Giesecke, newest Edition (14th Edition)
published by Prentice Hall, Pearson Education Inc. [required]

REQUIRED COURSE MATERIALS: See attached Drawing Equipment List

COURSE OBJECTIVE:

This course is designed to be a continuation of DFTG 1305 Technical Drafting, and to prepare the student for entry into any one of the (4) specialization areas within the AAS degree curriculum.

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 tolerance.

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

- **Listening:** receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.
- **Seeing with Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects or other information.
- **Time management:** Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities and understands, prepares and follows schedules.

The student will be given a verbal description of a 3D geometric object that is to be drawn, the description will be applicable dimensions and required annotation. It will prepare and follow a schedule to develop a three view orthographic projection of the object based on their visualization of the object from its description and their evaluation of the supplemental data provided them.

Evaluation of these skills will be assessed by the timely completion, completeness and accuracy of the finished assignment. The assignment will carry the same numerical value as any other assignment.

KNOWLEDGE:

- a. Identify the various lines used on an engineering drawing
- b. Define common geometric shapes
- c. Application of the basic rules of dimensioning for part manufacture

SKILLS:

- a. Produce free-hand sketches

- b. Create views of an object using orthographic projection
- c. Create isometric drawings with dimensions from given orthographic views
- d. Draw and dimension moderate mechanical parts from given isometric views
- e. Draw isometric, oblique and perspective views of objects
- f. Draw sectional views of an object
- g. Create intersection and development drawings
- h. Draw auxiliary views and revolutions of inclined surfaces

ATTITUDES/BEHAVIORS:

- a. work as a team member.
- b. show respect for others

COURSE WORK

The course will consist of Study Guide and textbook reading assignments, lectures, class exercises, and drafting lab assignments. The student is expected to read and study the text before the lecture on the unit. Study Guide units will be assigned either as homework or class work, at the instructor's option. (Refer to the "Course Outline & Assignment" document for scheduled weekly activities - Refer to the "Drafting Equipment & Supplies" list for drafting equipment requirements.) The student should bring the Study Guide, textbook, and drafting instruments every day, unless otherwise instructed.

COURSE EVALUATION PROCEDURE: The student will be evaluated and receive a final grade based upon the following criteria:

- Laboratory work consisting of assigned technical drawing problems.
- A minimum of 2 tests: (a mid-term and a final examination): *NOTE: - Individual instructors may schedule more tests if desired*
- Class and laboratory attendance, active participation in class, professional attitude and growth in terms of technical skill development and teamwork within the laboratory environment shall be taken into consideration.

STUDENT EVALUATION (you can modify these percentages):

Attendance (lecture sessions)	20%
Drawing assignments	40%
Chapter Exams	10%
Final Project	20%
Final Exam	<u>10%</u>
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 encouraged to turn assignments in on time if at all possible. This allows the instructor to grade the work, return it to the student and the student use the feedback as a learning tool.

MAKE-UP TEST/PROJECT POLICY: The student must request a make-up test and it should be scheduled at the earliest possible date following the quiz (or mid-term) missed. NO make-up test is given for the final examination.

EXTRA CREDIT: Extra credit work is offered only to assist students 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 lecture classes and labs. You are also responsible for all materials covered in either lecture or lab. In the case of your absence, you must contact the instructor to obtain make-up assignments or arrange make-up testing, either of which can be distributed at the instructor's discretion. Class attendance is checked daily.

The instructor has the authority to drop you from the class for excessive absence. You may be dropped from the class and get an F grade if you are absent more than 12.5% of the instruction hours (lecture and lab). 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 class meetings, 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, your instructor may be able to help you catch up with the class. Please let your instructor know 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.](#)" 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 oe@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. 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)

