



**DFTG-1305-201HY-FA2022**  
**Introduction to Technical Drawing**  
**Fall 2022**  
**Wednesday 6:00 pm to 7:50 pm**

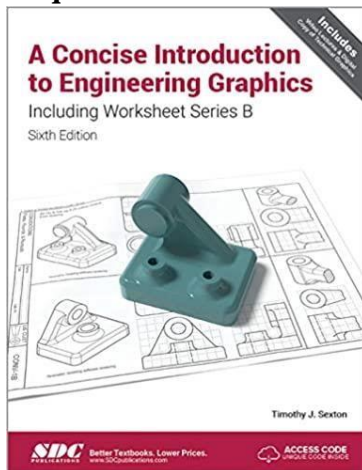
**Instructor Information:**

Name: Steven Britt, Adjunct,  
Email: [sbritt1@com.edu](mailto:sbritt1@com.edu)  
Phone: 832-326-7935 (cell)  
Please text to cell outside of class hours.

**Class hours:** Wednesdays from 6:00 pm to 9:50 pm  
**Class Location:** STEAM Bldg. Room 136

**Student hours and location:** During Class hours and as available by text & email.

**Required Textbook/Materials:**



**["A Concise Introduction to Engineering Graphics, Including Worksheet Series B"](#)**

Author: SEXTON  
Edition: 6<sup>th</sup> - 19 – Series B  
ISBN: 9781630572891

**Course Description:** Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

**Course requirements:**

**Determination of Course Grade/Detailed Grading Formula:** Students will be graded on "points-earned" criteria. A grade of C or above is considered acceptable.

Grading Formula	Grading Scale	
Unit lab drawings	70%	90% to obtain an "A"
Unit quizzes	20%	80% to obtain an "B"
Attendance	10%	70% to obtain an "C"
Total:	100%	60% to obtain an "D"
		Below 60% = "F"

**Late/ Make-Up Work:** Late work will incur a 20% penalty. If you know that you will need to be absent/miss work, please discuss this with Mr. Britt in advance – either in class or by email. If there is a documented medical or family emergency, please see me to discuss a work plan to get you caught up. I WILL work with you if you communicate with me - either prior to the absence or immediately upon return. If you don't communicate, I have very little room for empathy or sympathy. Timely communication is the key.

**Attendance Policy:** Attendance is required at the lab sessions - attendance is 10% of the semester average. In addition, you are required to log in to 'Blackboard' a minimum of once per week.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I do receive my college email on my phone. Typically, emails are answered within a day or less. Assignments are usually graded within a week. I try to have all the previous week's assignments graded by the next Lab Time.

**Join the class REMIND:** My wife has a chronic medical condition. I work hard not to let it affect my ability to attend your class. However, there are times when I have to attend to emergency medical situations. In that event, I need a way to contact you prior to that emergency so that you do not show up to class needlessly. I do this through REMIND. Please join the REMIND using the link below. And you will get 20 extra credit grade points!

<https://www.remind.com/join/c4dkhf>

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Read, interpret, and develop technical sketches and drawings, lettering techniques, annotations, scales, line types, line weights,		Week 2
2. Read, interpret, and develop	Critical Thinking	Week 4
3. Read, interpret, and develop geometric construction, orthographic projections		Week 7
4. Read, interpret, and develop pictorial views, sectional views, dimension drawings	Communication Visual	Week 15
5. Read, interpret, and develop calculations, and measurements	Quantitative	Week 11
6. Identify terminology and basic functions used with 2D and 3D computer-aided design software.		Week 2

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Professor Sheena Abernathy, Chair Business Computer Technology Department at [sabernathy@com.edu](mailto:sabernathy@com.edu) or 933-8330.

**Course outline:** Course Outline: Lectures, Lab assignments, quizzes, and exam will take place in the online. External reading will be assigned.

#### Course Schedule

Lab	Reading	Assignments
Week 1	Chapter 1 Chapter 2	5-10, 5-11, 5-12 Lettering 5-1 5-2, 5-3, 5-4, 5-5, 5-6 Sketching
Week 2	Chapter 5	LNT-1, LNT-6
Week 3	Chapter 3	MVS-1B, MVN-1B, MVN-2B, MVN-3B,
Week 4	Chapter 3 cont.	MVI-1B, MVI-2B, MVO-1B,
Week 5	Chapter 4	MVO-2B, ISMN-1B, ISMN-2B, ISMN-3B, Quiz

Week 6	Chapter 4 cont.	ISMN-4B, ISMI-1B, ISMI-2B, ISMI-3B, ISMO-1B
Week 7	Chapter 6	AUX-1B, AUX-2B
Week 8	Chapter 7	SECF-1B, SECOF-1B
Week 9	Chapter 8	SCALEARB, SCALECEB, Quiz
Week 10	Chapter 8 cont.	SCALEMEB, SCALESIB
Week 11	Chapter 9	DIM-1B, DIM-2B, DIM-3B
Week 12	Chapter 9 cont.	DIM-4B, DIM-5B, DIM-6B
Week 13	Chapter 10	16-1, 16-2, 16-3, Quiz
Week 14	Chapter 11	16-4, 16-5, 16-6 12/2
Week 15	Semester Wrap-up	

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career

by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu). College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).