DFTG 2438 201 HY
Final Project – Advanced Drafting
Fall 2021
Tuesday 6:00 Lab

Instructor Information:

Name: Andrew Gregory
Email: Agregory2@com.edu
Office: STEM-134
Phone: 409 933-8161

Student hours and location:
My office hours are Monday, Tuesday, Wednesday, Thursday 3:00 to 5:00 pm. I am typically in the lab, STEM-134.

Required Textbook:
No textbook

Course Description:
An advanced course in which students produce a comprehensive project from conception to conclusion.

Course requirements:
Each week there is the same process for learning the material:
1. First you read the text, watch the screencasts of me demonstrating the content of the chapter, and complete five exercises.
2. In the lab we will collectively review any question the class members have on the exercises.
3. In lab we will collectively complete the drawing problems.
4. You will also take a short quiz in Blackboard to keep you reading the text and completing the exercises.

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

Assessments	Points Each	Total Point Value
Weekly Critique Attendance	15	75
Initial Project Proposal	1	25
Project Research	1	25
Work Plan	1	25
Mid-point presentation	1	100
Final Project Presentation – Drawings/Model	1	200
PowerPoint Presentation with Audio/Video	1	50
TOTAL		**500**

*Individual Assignments due dates and criteria are listed on the schedule

Grading Scale:
450-500 points = A
400-449 points = B
350-399 points = C
300-349 point = D
Below 300 = F

Make-Up Policy:
Late work will incur a 20% penalty. If there is a documented medical or family emergency, please see me to discuss a work plan to get you caught up.

Attendance Policy:
Attendance is required at the lab sessions. 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. Course assignments will be graded within a week. I would like to have all the previous week assignments graded by Lab Time.

Student Learner Outcomes:

Upon successful completion of this course, students will:
1. Conceptualize, design and present a complete project/portfolio in a prescribed discipline.
2. Integrate problem solving and related technologies to identify solutions.
3. Use discipline specific industry standards and produce documentation.

Core Objectives
This course addresses the following core objectives

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.

2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.

Table Mapping SLO's, Core Objectives and Assignments

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Conceptualize, design and present a complete project/portfolio in a prescribed discipline.	Communication-Visual	Final Project
2. Integrate problem solving and related technologies to identify solutions;	Critical Thinking	Mid Semester Submission
3. Use discipline specific industry standards, and produce documentation		Project Research

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 or 933-8330.

Course outline:

Week 1   August 24
Course Introduction and brainstorming about final project

Week 2   August 31
Desk Critique – individual appointments to discuss Initial Project Proposal

Week 3   September 7
Desk Critique
Individual Project Proposal Due

Week 4   September 14
Desk Critique

Week 5   September 21
Project Research Due

Week 6   September 28
Desk Critique
Project Work Plan Due

Week 7   October 5
Desk Critique

Week 8   October 12
Desk Critique

Desk Critique

Week 9   October 19
Desk Critique

Week 10   October 26
Desk Critique

Week 11   November 2
Desk Critique
Mid Project Review due

Week 12   November 9
Desk Critique

Week 13   November 16
Desk Critique

Week 14   November 23
Desk Critique

Week 15   November 30
Desk Critique
Project Due

Week 16   December 7
Presentation Due

Instructional Polices 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
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

Academic Success & Support Services:
College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement:
Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8 week session is October 6th, November 19th for 16 week courses and December 2nd for the 2nd 8 week session
**It is the responsibility of the student to withdraw from the course officially by contacting Admissions and completing the necessary processes.

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.

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

COVID-19 Statement:
All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Success Tips for Students, Course Delivery & Expectations:

Course Prerequisite:
DFTG 1433 or DFTG 1409 and DFTG 1305

Technology Prerequisite:
You must complete the free Online Learners workshop.

Technology Outage Policy:
It is your responsibility to complete the coursework in a timely manner. THE ONLY EXTENSION OF DUE DATES related to technology outage is an outage of College of the Mainland's systems such as Blackboard or the internet connect to the College. If your computer or internet provider is experiencing a technological outage, other options include completing the work at the College or at another location, which has WIFI.

Required Materials:
Flash Drive – 4 MB