I. INTRODUCTION

A general drafting course in which students participate in a simulated project. The process from conception to conclusion is studied. All work done in this class will typify actual industrial projects. An employment resume, cover letter, and portfolio will be completed as part of the course requirements. All projects will be completed with the use of Computer-Aided Drafting (AutoCAD). Prerequisites: Second semester sophomore standing in the Drafting Program.

The purpose of this course is to provide realistic industrial type problems for the advanced drafting students. The content and nature of the course will be tailored to meet the particular needs and/or interests of each student. For example, a student desiring to pursue a career in electronic drafting will work problems and design layouts that typify the Electronic industries.

II. OVERALL OR GENERAL OBJECTIVES OF THE COURSE

The general objectives of this course are mentioned in the INTRODUCTION. The specific objectives will be determined when the student declares the field of drafting he/she plans to study. The student will have a choice of one of the following areas of drafting; or may integrate multiple areas into an appropriate project:

1. Technical Illustration
2. Structural Drafting
4. Architectural Drafting
5. Architectural Drafting
6. Machine Drafting
7. Civil Design Drafting

Upon completion of the course the student should have a technical as well as a theoretical knowledge of the specific field of drafting he/she has chosen. However, in addition to the assigned project requirements, it will be the responsibility of the student to:

1. Keep a journal/notebook to record all relevant course activities i.e. projects, project requirements, time limits, cost analysis, etc.
2. Provide the department with a copy of all computer generated project drawings and keep a personal file of such drawings for record and/or revisions.
3. Prepare an employment Resume with cover letter.
5. Complete a Project Time and Effort Report.
6. Complete a weekly progress report.
7. Research and prepare a three-minute presentation on the field of drafting that they had chosen to study.

III. INSTRUCTIONAL MATERIALS

NO TEXT IS REQUIRED but the student should obtain the appropriate reference materials for the project i.e. the “Architectural Standards” for Architectural Drafting Project.

1. A flash drive: Recommend to be at least 512 MB.
2. Notebook

IV. COURSE REQUIREMENTS

A. The students will work on drafting projects in the field of his choice. These projects may be developed by the student or be assigned by the instructor.

B. Since the scope of each project may vary, a Project Time and Effort Report must be kept. The student shall prepare this report specific to his/her project.

The time and effort report must reflect the following information:

1. Job Number/Project Description
2. Requirements
3. Estimate man-hours
4. Actual man-hours
5. Daily/Weekly progress reports

A running Time and Effort Report must be turned in on a weekly basis.

C. A copy of all project materials must be turned in to the instructor. No project will be released back to the student until it has departmental approval.

D. The student is required to record the requirements and specifications of all projects.

E. It is mandatory that the student meet with the instructor on a weekly basis for a progress report and project discussion.
F. A typewritten or computer generated project summary report will be turned in at the end of the semester.

V. EXAMINATIONS

Due to the format of the course and the individual nature of the projects, there will be no scheduled exams.

VI. SEMESTER GRADE COMPUTATION

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>65%</td>
</tr>
<tr>
<td>Project Time sheets &amp; reports</td>
<td>25%</td>
</tr>
<tr>
<td>Work habits</td>
<td>10%</td>
</tr>
</tbody>
</table>

Unless otherwise instructed, all assignments shall be the individual work of the student. Although collaboration and assistance by other students is encouraged, the creation and production of the work must be that of the individual student. The electronic (or otherwise) sharing of assignments is to be considered collusion and shall result in disciplinary action.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

ATTENDANCE POLICY

Tardiness: It is important due to the individualized nature of the course that the students meet with the instructor at the agreed upon scheduled times. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness, since it is disruptive to the educational process, may result in disciplinary action. Due process and the right to appeal will be provided to students subjected to disciplinary action. Details can be found in the Student Handbook which is available at the Office of Student Services.

Class Attendance: Because absences for any reason negatively affect the learning process, the individual student, and the class, students are expected to attend all scheduled meetings. Responsibility for attendance rests with the student. Regular and punctual attendance at all scheduled meetings is expected, and the College reserves the right to deal at any time with individual cases of nonattendance.

A. The effect of absences on grades is determined by the instructor.

B. Excessive absences constitute cause for dropping a student from class; in such a case the grade of FN may be given.

C. In extreme cases, the academic dean may suspend the student from the College.
D. When absence from class is necessary for any reason, the student has the responsibility to arrange to make up assignments missed during the absence.

E. The decision to allow a student to make up work following any absence rests solely with the instructor.

F. The student who desires to be absent from classes for the observance of a religious holy day should submit a request to each instructor by the 15th calendar day after the first day of the semester. Although the student will be excused from classes, he/she will be responsible for make up of all work or tests missed. A “religious holy day” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

**Excessive Absences:**

Absences from classes for any reason must not exceed College standards. Because objectives can vary from department to department and from course to course, the instructor shall inform the student of specific course objectives at the initial class meeting. A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor.

A. Students who have not attended class by the 12th class day will be dropped by the instructor with a grade of "W".

B. Students may be administratively withdrawn from any class when their absences exceed a total of five class meetings for long semester, three class meetings for eight-week semester, two class meetings for six-week semester, and in the opinion of the instructor they cannot satisfactorily complete the course. The final decision rests solely with the instructor.

The following specific rules apply to absences:

1. Instructors are required to keep attendance records.

2. Each faculty member will inform students of the attendance policy of the course at the initial class meeting.

3. Students are responsible for understanding the attendance policy for each course in which they enrolled and for meeting the attendance requirements.

4. Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure in the course.
5. An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

6. Only instructors can authorize an absence. Regardless of the reason for the absence, students are responsible for completing all course work covered during any absence.

**Official Withdrawal Policy:** It is the student’s responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund at the Records Office, or with a Central Texas College representative at the Military Education Center.

A. The withdrawal form must be signed by the student.

B. Application for Withdrawal will be accepted at any time prior to the 12th week of classes. Students attending the Fort Hood eight-week classes may withdraw at any time before the Wednesday prior to the first day of finals.

C. Students using Financial Aid, Military Tuition Assistance, VA benefits or other than personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, students are referred to the Student Financial Aid Office, or the Veterans Services Office. Military Tuition Assistance students are referred to the Military Education Center. Students must withdraw in person after receiving FA, MTA, or VA approval.

D. Student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

**Disability Support Services**

Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.