ARCHITECTURAL BLUEPRINT READING

DFTG-1315.IN

3 SEMESTER HOURS

NONE

A course designed to introduce the beginning draftsperson or tradesperson to symbols/graphic language required in the interpretation of working drawings for special occupations. Residential and commercial blueprints will be used.

A: GENERAL INFORMATION:

1. SCHEDULE: See the Assignment and Exam Schedule

B. INSTRUCTOR:

A. David Goza
B. Office #: N109
C. Phone #: (281)756-3784
D. E-Mail: Use WEBCT e-mail
E. Office Hours: Posted

C: COURSE OBJECTIVES: Upon successful completion of the course students will be:

1. Introduced to a complete set of working drawings.
2. Able to recognize the various lines and symbols used in drafting and construction trades.
3. Taught the importance of estimating, specifications, building codes and related trades.
4. Through personal research, become more knowledgeable in a specific area of construction materials.
5. Able to read specifications that define the quality of work to be done on a construction job.
6. Able to read a plot plan.
7. Able to read footing, foundation, and floor plan blueprints.
8. Able to read reinforced concrete and structural steel floor plans.
9. Able to read framing and finish construction blueprints.
10. Able to read plumbing, electrical and air-conditioning plans.

D. IMPORTANT DATES:

√ Last Day to Withdraw April 10,2007
√ Last Class Day April 27,2007
√ Spring Break March 11-18,2007
√ Spring Holiday April 6-9,2007
E. ADDITIONAL INFORMATION (PLEASE READ CAREFULLY!):

1. EXAMS - Two course exams are given in the semester and will originate from the Section Tests. Students must request the test password by an e-mail to the instructor. The exams will shut off at 9:00pm on the date listed in the schedule, so allow yourself plenty of time to complete the exams.

NO MAKEUP EXAMS ARE GIVEN.

2. WEEKLY ASSIGNMENTS - Exercises will be given as assignments for the assigned chapters in the book. The assignments will be due each week and must be turned in by 6:00pm on the due date.

3. ASSISTANCE - If you need assistance, please e-mail or call your instructor as soon as possible so your situation can be resolved.

4. Tip to Students: Do not fall behind in your work. This is a fast-paced course and it is easy to get behind. Set your own days and times to complete the work and stick to them. Try to stay ahead of the schedule if possible.

5. ATTENDANCE - Students may complete this course in less than 16 weeks. Attendance is mandatory to pass this class. Attendance consists of completing the assignments on time for the week. If you know you are going to miss an assignment date for a valid reason, notify the instructor as soon as you find out. As we have done many times in the past, we will work with students if they have a valid reason and they notify us as soon as they know they are going to miss an assignment. Students may complete this course in less than 16 weeks.

6. LATE WORK - ALL WORK MUST BE COMPLETED BY 6:00 PM ON THE ASSIGNED DEADLINE. NO LATE OR INCOMPLETE ASSIGNMENTS WILL BE ACCEPTED. NO MAKEUP EXAMS ARE GIVEN.

7. EXCEPTION (INCOMPLETE) 
An "I" (a grade of Incomplete) can be given only when there are extreme circumstances that prevent the student from being unable to complete the assigned course work. The student must notify the instructor in writing, as soon as they know they cannot complete the course in the required time. The remaining work must be turned in to the instructor within the first two weeks of the following semester. Failure to do so will result in an automatic grade of "F".

8. EXCESSIVE ABSENTEEISM – Students, who miss three (3) or more assignment deadlines, automatically fail the course unless they withdraw prior to the drop deadline. It is the student's responsibility to fill out the paperwork and officially withdraw from the course prior to the drop deadline. This is generated through the ACC Admissions and Advising Office (218-756-3530). The Drafting Technology Department does not automatically drop a student because of absences or missed assignments.

9. CELL PHONES AND PAGERS – If you do enter a classroom on campus, remember that all cell phones or pagers will only be allowed for emergency situations. Students must get approval from the instructor prior to bringing cell phones or pagers into the classroom and then these items must be kept in silent or vibrating mode at all times. Any violations of this rule will result in expulsion from the classroom. Repeated violations will result in the student's permanent removal from the course. Disruption of any class will not be tolerated. Students who intentionally disrupt a class will be warned once. A second disruption will result in permanent removal from the course.

10. GRADES - Grades can be viewed on line at http://www.alvincollege.edu/, under the WebAccess icon. Students should make sure their username and password are functioning on WebAccess prior to the last week of this class. WebAccess passwords can be changed by calling 281-756-3544. Grades are normally available for viewing two weeks after the end of the class. All assignments and the two exams will be given out through WebCT. WebCT passwords can be obtained by calling 281-756-3728 or de@alvincollege.edu.
Alvin Community College
Code of Academic Integrity and Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

What is Academic Dishonesty?
Academic dishonesty is any form of cheating and/or plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Kibler, W. L., et al, Academic Integrity and Student Development: Legal Issues and Policy Perspectives, Ashville, North Carolina: College Administration Publications, 1988, pp. 1-3.

Cheating includes, but is not limited to the following:
1. using any sources not authorized by the instructor (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments;
2. using unauthorized electronic equipment during an examination or other assignment;
3. submitting work presented previously in another course, if contrary to the rules of either course;
4. altering or tampering with grades.

Plagiarism includes, but is not limited to the following:
1. using the ideas and/or words of another person without giving that person appropriate credit;
2. representing another’s artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
3. submitting a paper purchased from a research paper service, including the Internet;
4. using undocumented Web source(s).

Other Specific Examples of Academic Dishonesty
1. allowing another student to copy from your paper during a test;
2. giving your homework, term paper or other academic work to another student to plagiarize;
3. having another person submit any work in your name;
4. lying to an instructor or college official to improve your grade;
5. altering a graded work after it has been returned, then submitting the work for re-grading;
6. stealing tests;
7. forging signatures on college documentation;
8. collaborating without permission of the instructor;
9. giving false or misleading information to an instructor in an effort to receive a postponement or an extension on a test or other assignment;
10. accessing computerized college records or systems without authorization;
11. providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

Students are expected to report incidents of academic dishonesty to the instructor, department chair, division chair, or
Consequences of Academic Dishonesty at Alvin Community College

Students who commit acts of academic dishonesty not only receive college sanctions, but possibly jeopardize future employment and educational opportunities. Graduate and professional degree programs and employers may request information from the college regarding a student's disciplinary record in an effort to investigate moral and ethical character.

According to college policy, academic and/or administrative sanctions may be applied in cases of academic dishonesty. In all cases, students will have a right to due process. Students charged with academic dishonesty may not withdraw from a course in which the charge is pending or in which a finding of academic dishonesty has been made.

Instructors must complete an Academic Dishonesty Incident Report for any student charged with conduct violations. The following sanctions may be imposed by the course instructor:

- assign a reduced grade on assignment, paper, project or exam;
- assign a failing grade on assignment, paper, project or exam;
- lower the grade in the course;
- assign an F in the course.

Students who receive a sanction for academic dishonesty will also receive a disciplinary reprimand. The reprimand will be entered on the student's disciplinary record.

The student may request a Disciplinary/Administrative Hearing by contacting the Director of Admissions and Academic Advising within seven days of the Academic Dishonesty Incident Report's mailing date. If a hearing is requested, the course grade will be "Incomplete" until the outcome of the hearing is finalized. Cheating is classified by the Alvin Community College Student Handbook as a Class II offense and offenders are subject to the penalties described under the section, "Measures to Enforce Standards of Student Conduct." Pending the outcome of the hearing, the student will receive one of the following actions:

- be exonerated of the charge;
- receive the instructor assigned sanction and a disciplinary reprimand;
- receive disciplinary probation with or without specified conditions;
- receive disciplinary suspension with or without specified conditions;
- be expelled from Alvin Community College (repeat offenders).

The Director of Admissions and Academic Advising maintains a record of students who have engaged in academic dishonesty. This information is used to identify and track repeat offenders. A record of conduct violations shall be maintained for a period of five years from date of the last entry concerning any disciplinary action. Permanent records are maintained in cases of suspension or expulsion.