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## COURSE SYLLABUS

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Computer Aided Drafting & Design  
Industrial Technology Department  
Technical Education Division  
South Plains College  
Levelland Campus



**Instructor:** Terry Stucker

**Office:** TA206

**Phone:** 806.716.2349

**Email:** [tstucker@southplainscollege.edu](mailto:tstucker@southplainscollege.edu)

**Office Hrs:** T/T: 11a-12p & 1p-2p / F: 8a to 12p (by appt)

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### COURSE INFORMATION

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<b>COURSE NUMBER</b>	DFTG-1305-001
<b>COURSE TITLE</b>	Introduction to Technical Drawing
<b>PREREQUISITE(S)</b>	ENGR 1304 or concurrent with ENGR 1304
<b>LOCATION</b>	TA 207
<b>TEXTBOOK</b>	<b>Technical Drawing 101 with AutoCAD 2021</b> - <u>Author:</u> Smith, D., et.al. - <u>Publisher:</u> SDC Publications <b>(Provided as an E-book as part of the class on Blackboard)</b>
<b>DESCRIPTION</b>	This is a basic introductory course in the fundamentals of engineering drawing. This course is designed to build a strong foundation in the practices and principles of engineering drawing that includes: Routine engineering and drafting department customs, standard engineering and drafting terminology, the alphabet of lines, orthographic projection of multiple views, freehand sketching and dimensioning concepts. The student gains practical experience in geometric construction, size and shape description, projection methods, sectional views, auxiliary views, dimensioning and basic industrial manufacturing processes, and computer-aided drafting and design.
<b>SCOPE</b>	The scope of <u>Introduction to Technical Drawing</u> will be for sixteen weeks, which will include two (2) hours of lecture per week and four (4) hours of laboratory experience per week, for a total of ninety-six (96) contact hours per semester.
<b>COURSE OUTCOMES</b>	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 defining tolerances.
<b>COURSE TOPICS</b>	<ol style="list-style-type: none"><li>1) Orientation</li><li>2) Alphabet of Lines</li><li>3) Shape Description / Geometric Construction</li><li>4) Multiview Projection / Orthographic Projection</li><li>6) Section &amp; Auxiliary Views</li><li>7) Dimensioning Working Drawings</li><li>8) Computer Aided Drafting and Design</li></ol>

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### GRADING

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<b>WEIGHTS</b>			<b>SCALE</b>		
Daily Assignments	<b>40%</b>		<b>A</b>		90 – 100%
Mid-Term	<b>20%</b>		<b>B</b>		80 – 89%
Final Exam	<b>20%</b>		<b>C</b>		70 – 79%
Attendance	<b>20%</b>		<b>D</b>		60 – 69%
			<b>F</b>		59% or Below

**DAILY ASSIGNMENTS** Each practical drawing assignment will be calculated with 100 points as the highest possible grade.

Practical drawing assignments will be graded according to the following criteria:

- 1) Neatness
- 2) Line Criteria
- 3) Text Criteria
- 4) Dimensioning Criteria
- 5) Choice & Location of Views
- 6) Correctness & Accuracy of Views (shape description)
- 7) Nomenclature

**REVIEW QUESTIONS** Review questions may be assigned for lecture content and will be returned to student as a study guide for subsequent assessments.

**QUIZ/EXAM** Quizzes and Exams may be given periodically for the purpose of assessment. This may include practical drawing assessments, written assessments and or project-based assessments.

**MID-TERM / FINAL PROJECT** The mid-term and final projects will be comprehensive in nature, comprised of information from the previous lessons throughout the semester.

**ASSIGNMENT CORRECTIONS** All required work must be turned in on time in order for the student to benefit from the corrections and to prepare for future assignments.

Assignments with a grade below 85, unless otherwise specified, can be corrected and resubmitted for an amended grade. You will have 1 additional week to complete corrections for an assignment. An amended grade will have a maximum value of **85**. This is a one-time correction process and does not apply to late or missing work.

Any assignments that are not turned in at the specified time and date will immediately receive a grade of Zero (0) – Late work will still be graded, but with a maximum grade of 85 – this will count as the students' correction.

All electronic classwork must be saved to your folder on the CAD server. Any assignment not on the server at the time of grading may receive a grade of Zero (0) – Improperly filed work will still be graded, after it is filed correctly, but with a maximum grade of 85 – this will count as the student's correction.

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## CLASSROOM POLICIES

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**DISCLAIMER** The instructor reserves the right to amend any class policies or syllabus content as deemed necessary by South Plains College and will announce such changes ahead of time to the class. If a student has any questions about a change in policy, they have the right to discuss said change with the instructor.

**ATTENDANCE** **Four absences**, for any reason, are allowed per semester. Tardies, defined as not being present in class within 5 five minutes of the start of lecture, or leaving lab early by an hour or more, will count against your attendance grade. Your grade will drop one letter grade per each absence over the allowable limit. Six absences could result in the student being dropped from the course.

Whenever absences become excessive, an **Excessive Absence Report** may be sent to the Dean of Students and, if in the instructor's opinion, minimum course objectives cannot be met due to

absences, the student may be withdrawn from the course with the appropriate letter grade X, W, or F.

## **WITHDRAWAL**

Any student wishing to drop this class should go through the proper procedure of initiating the withdrawal by obtaining a **drop form** from the Registrar's Office. This form must be signed by the instructor.

## **COVID-19**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- **Cough, shortness of breath, difficulty breathing**
- **Fever or chills**
- **Muscles or body aches**
- **Vomiting or diarrhea**
- **New loss of taste and smell**

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation

## **OTHER POLICIES**

Food and drink will be allowed at a student's work station as long as computers are not affected in a negative way. Drinks must be covered and stored away from computers so as not to damage any component. All workstations must be thoroughly cleaned before a student leaves class.

Music is allowed in the classroom during lab time only - as long as it is played through headphones.

Phones should be muted during the lecture phase of class. Phones are permitted during lab time when used directly for research or class initiatives. If a call is necessary, please excuse yourself from the class to address the call.

Students should adhere to all other standards established in the SPC Catalog found under *Student Conduct*.

The computers within the CAD Lab have been optimally set to enhance learning for students. The configurations are set to establish a base of reference for all students, and so the instructor can optimize aid to each student. Please do not alter the configurations of any workstation or computer at any time. Lab computers are monitored remotely

## **SPC TexBook Syllabus Statement**

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many

publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.

- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
  - **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.
- \*\*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to [pwells@texasbook.com](mailto:pwells@texasbook.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:**

Email: [pwells@texasbook.com](mailto:pwells@texasbook.com) / Phone: 806-716-2097

Email: [gamble@texasbook.com](mailto:gamble@texasbook.com) / Phone: 806-716-4610

## ACCOMMODATIONS

### Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.