

CAD Technology Syllabus and Policies

FALL 2006

Section II

CAD Technology course policies.

The courses in CAD technology are designed so that upon successful completion of the program a person would possess knowledge and skills that would assist them to procure work as an entry level draftsman. Therefore, the following policies shall be enforced to insure competency integrity and impartiality. Failure to comply could result in loss of grade, reduction of grade or even expulsion from the program. DMACC hopes that each student attains their academic goals and realizes their full potential.

1. It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the special needs coordinator at (515) 964-6850 voice or (515) 964-6810 TTY.
2. DMACC is a drug-free and violence-free establishment. No student may bring illegal drugs on the DMACC campus. No weapons are to be brought on campus. This includes, but is not limited to, illegal knives (4" + blade), firearms of any kind and bows and arrows. This is covered by board policy and violates local, state and federal laws. Any student caught with the aforementioned items will be turned in to proper authorities. **(DMACC Board Policy M1001, 2021)**
3. Displaying lewd and explicit material, pornography, or any other material that is indecent and not related to the subject matter shall be prohibited. Any student displaying said material shall be reported to the Dean of student affairs for expulsion from the program. Propaganda, from political to religious subject, shall not be distributed or shown to other students during class time. If the material is found to be disruptive or offensive, the student will have to remove such material from the classroom, will receive an unexcused absence and will lose all of the class points for that day. Further such incidents will cause the student to be referred to the ATC Dean for discipline. **In addition, lab computers will not be used to check E-mail, Ebay, play games, etc... Internet use will be directly related to class only, including breaks and open lab time.** (DMACC Board Policy M1001, 2021)
4. Only the programs that are displayed in the menus on the computer terminals in the lab may be used by the student. The programs in the computer can only be used for the software application that it is designed to be used for. If a student attempts to add software to terminal or steal a copy of software from a terminal, the student will be referred to the ATC Dean's office for disciplinary reasons. **Configuring a program to be different than when the student first invoked the program is forbidden. Any student caught configuring a program, unless directed to so by the instructor, shall be referred to the ATC Dean for disciplinary action.** (DMACC Board Policy M1001, 2021).
5. No food or drink is allowed in the lab per DMACC board policy. **(DMACC Policy B5004, 6017)**

6. **It is student's responsibility to back up their work. DMACC and DMACC instructor's are not responsible for computer errors. Any time extensions or repercussions involved in the loss of data will be reviewed on a case-by-case basis. The student is not guaranteed recovery of data or extension of time.**
7. Students may consult with the ATC Dean, Dean of student affairs, or their counselor if they feel that they have truly pursued a problem with an instructor and still are not satisfied with the results.
8. **All tests must be original.** Any person(s) found guilty cheating or copying an exam shall be disciplined. **Any allegation of cheating shall be investigated. Points for any test being investigated shall not be determined until the investigation is concluded.** Any person aiding another person to copy shall also be disciplined. If guilty, the student(s) shall lose all the points for the exam. The accused student(s) shall report to the ATC Dean during which time a decision will be made as to the extent of additional discipline the student(s) will receive. The student(s) can be put on probation or can be expelled from the CAD technology program. If the student(s) commits a second offense the student(s) will immediately be removed from the class and will have to report to the Dean of student affairs to start procedures to expel the student(s) from the program
9. Attendance shall be used to monitor class participation and shall be used to weigh judgment of a grade. Attendance shall have a point score of 100 points and weighted at 10% of the grade. Excused absences may include extended medical, legal and military absences. Students may be absent three times without it affecting their grade. Once a student has four absences, all of the initial attendance points are lost. **If a student that has been absent and does not arrange a new completion date for an assignment(s) on the day that they return to school, they will lose all of the points for any assignment(s) that they have missed while they have been gone. All tests must be taken within 48 hours or a zero will be given.**
10. **Field trips do require attendance.** Only excused absences will be accepted, see item 9 above. See the instructor **at least one school day prior to the field trip** for an exclusion from attending the field trip. One letter grade will be deducted per field trip missed.
11. Any student more than 10 minutes late will receive an absence, unless proof can be shown that the tardiness was unavoidable. If a student demonstrates habitual tardiness, they will be referred to a student counselor and possibly be removed from the class. Any student entering the classroom 15 minutes late or later will not be allowed to start any test in progress. All assignments must be done in a timely manner. Due dates for assignments will be shown on the assignment sheet or assigned verbally. **No test will be accepted after this date.** Sufficient lab time will be given for completion, not necessarily during class time. **It is the student's responsibility to complete the test on time.**
12. **Lectures will be given only once.** It is the responsibility of the student to obtain lecture information from other students if they miss a lecture. **All computers must be logged-off during lecture and the monitor shut off,** unless the instructor requests that you log in. Any student that interferes with the delivery of a lecture by talking, walking around the room, making gestures, having cell phones or pagers on, etc. can be directed to leave. If, after being warned once, the student continues to disrupt the lecture, the student will have to leave and be counted absent and lose all the points possible for that class session. Continual display of

actions that disrupt the class will result in the student being referred to the ATC Dean for further discipline. (DMACC Board Policy M1001, 2021)

13. Finals will be administered and accepted during finals period only. **All finals will be done on campus.** Any infractions of this will result in the student losing all of the points on the final. **At the end of the “finals” period, no final will be accepted.**
14. Books and related materials are to be brought to class. **They are required for the class and are expected to be purchased and used for assignments and reference. The instructor will not “free copy” the text for students.** The instructor will note it, if a student does not bring the required materials to class. Students that arrive to class more than three times during the semester unprepared by not having their books and related materials will lose ten percent (10%) of their grade at the end of the semester.
15. **Course prerequisites are the responsibility of the student.** If a subject matter is addressed that is not comprehended by a student that has waived the prerequisite(s), that student must seek assistance. Consult your instructor.
16. The instructor’s office hours are posted on/near the instructor’s office. Any meetings pertaining to the student’s performance in the class must be made within that time. The instructor has other duties to perform and has posted these office hours to deal with **student and DMACC** business. The instructor reserves the right not to meet with students during times that are not the posted office hours, however, some arrangements can be made if there is a scheduling conflict between the instructor and the student.
17. If the college (and/or specific campus) is officially open, classes should be held as scheduled. However, if a faculty member believes that circumstances (e.g., travel distances, rural road conditions, etc.) dictate the cancellation or postponement of a specific class (with input from the appropriate dean and/or group/program leader), it is the responsibility of that faculty member to notify their students through some **predetermined** means as detailed either in their class syllabi or class portal page.

If the Highway Patrol states that our area/location is unsafe due to weather conditions and that driving is not recommended, the college will follow their counsel.

Part II Testing and Grading

The following is a list of procedures for evaluation policies within the CAD tech program. These policies only apply to courses with a CADT acronym.

1. Grading scale – 100% to 94% = A
93% to 85% = B
84 % to 75% = C
74% to 60% = D
59 % to 0% = F

+ and – grades can be awarded if the student is on the high or low side of a grade.

2. Assignments will be given during the course to correspond with the competencies that are contained in the course outline. Assignments can be given in verbal or a written format. It is the student's responsibility to note when an assignment is given. Assignments handed in one class period late will be eligible for 50% of points earned on the assignment, after that time there will be no points awarded for the assignment. **Proper execution of the instruction(s) of an assignment (following instructions) is worth 10% of all scores.** Execution of the lecture material covering the subject (applying the knowledge acquired during lecture) shall be used to determine the extent that the student comprehends the competencies covered in the assignment. The comprehension of the competencies is the basis for a letter grade.

3. **Performance tests are required to be completed for a grade.** They are graded based upon the competencies to be learned for that lesson. Practice problems are **not** graded. These problems are examples of work that could be on a test and are assigned to help the student attain the level of competency required for that lesson.

4. Re-test policy. Re-testing is not done for performance tests.

Part III Required equipment

Equipment that is required for CAD technology:

1. A mechanical pencil. (.5mm, H or 2H lead recommended)
2. USB drive - qty 1.

Mandatory for CADT

3. A mechanical scale. (With 50ths and metric. Recommend Alvin model 119PC available in the DMACC bookstore.)

Grading procedures for each test are outlined on the test. A student is expected to be able to build upon subjects that have already been covered in this class and any prerequisites, i.e. – week one covered drawing a line, week two covered drawing a circle, then at the end of two weeks the student should be able to draw a line and a circle, etc. **If a student does not apply the standards that were already taught, 10% of the total points will be deducted from their final score for not applying material that should be known.** A student may ask for their point total during the instructor's office hours or during a lab for the class the student is attending.