

# NORTH DAKOTA STATE COLLEGE OF SCIENCE

Wahpeton, ND 58076

## Syllabus

### Architectural Drafting 1- ARCT101

Spring 2014 online

Credits: 3

**Instructor:** Lisa Hauck  
**Email:** lisa.a.hauck@ndscs.edu  
**Office:** Horton Hall Room 237  
**Office Hours:** 1:00 – 2:00 Monday - Friday  
**Phone:** 701-671-2339

#### Course Description

This course is the beginning Architectural drafting course. The course covers basic skills as applied to residential drafting concepts. These concepts include sketching, interior planning, exterior style, and blueprint reading and code interpretation. The student will learn the step – by – step process for designing and laying out a set of working drawings for a residential home.

#### Course Prerequisites

ARCT110-Graphic Communications (or TECH101 & ARCT140)  
ARCT120- Introduction to AutoCAD (or CAD120)  
ARCT133- Construction Methods and Materials (co-requisite)

#### Course Objectives

Upon successful completion of this course, the student will be able to:

1. Display dependability
2. Organize work
3. Display group communication skills
4. Identify remodeling methods
5. Tour remodeled structures
6. Develop customer relations
7. Evaluate existing structure
8. Measure existing structure
9. Develop design timelines
10. Draw existing building
11. Draw remodeled building
12. Select building products
13. Apply building products
14. Apply environmental
15. Estimate remodeled building
16. Develop remodeling building schedule
17. Present remodeling proposed to client

## Required Text

Planning your Addition, Creative Homeowner Publishing, 1998, Author: Gremer.

The textbook will be sent to the students at the beginning of the course. Please return the textbook at the end of the course to Lisa Hauck, NDSCS, 800 6<sup>th</sup> Street North, Wahpeton ND 58076

## Tools and Equipment:

Drafting tools  
Digital Camera  
Sketching equipment and paper  
Computer and software  
Folder or filing system

## Course Policies and Procedures

### Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will **NOT** be accepted. Review the Access Policy (<http://www.ndscs.edu/current-students/learning/support-for-online-students/>) to learn how you can take a proactive approach to your online success.

### Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course.

As your instructor, if I am unexpectedly unavailable and may be delayed in reviewing or correcting assignments, I will notify the class of this as a sign of courtesy and respect.

An online student who does not submit class work for ten (10) consecutive calendar days may be dropped from the course. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted.

The following action may be taken regarding irregular attendance:

- 1) Dropped from a course or program;
- 2) Course grade may be lowered;
- 3) Termination of financial aid assistance;
- 4) Cancellation of registration;
- 5) Restriction from extra-curricular activities; or
- 6) Any other judgments deemed necessary.

See the entire NDSCS Attendance Policy

<http://www.ndscs.edu/current-students/learning/support-for-online-students/>

Updated policy effective Summer 2007

## Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (Appendix A) to learn of these expectations.

### Assignments

Please follow the order of units as listed within the Course Navigation area (located at the left.) Each unit will build onto the next one and will be accessible according to the posted Schedule.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have **10% of grade points deducted** at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend **at least four (4) hours per week** in the online class, studying, and completing assignments.

### Submitting Assignments

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor by telephone to make other arrangements.

### Proctored Exams

There are NO Proctored exams in ARCT223.

### Viewing Grades in the Gradebook

To view the grades in the Gradebook, click the Gradebook tab at the top of the course window. The assignments are listed in the first column, and graded assignments will show the score as a link. Click the score to display any comments the instructor may have included.

**Remember!** The overall grade may appear inflated if there is no grade entered for work not turned in. Once the instructor enters a zero for work not submitted, the grade will drop accordingly. View a [Gradebook demo](mms://citi.ndscs.nodak.edu/campus_general/distanced/gradebook-student.wmv).

If the link does not work, please copy and paste the web address into your browser.

### **Tie to Program Assessment Outcomes**

To understand basic skills as applied to residential drafting concepts. Students will be sketching, interior planning and blueprint reading along with code interpretation. The student will learn the step – by – step process for designing and laying out a set of working drawings for a residential home.

### **Student-Instructor Communications**

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor **will not** be available 24 hours a day. I will check my email, voicemail, and Cyber Office messages on a regular basis, but there may be times when I am unavailable due to other commitments and job responsibilities. I will respond to email, voicemail, or Cyber Office Messages as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so I know to whom I'm responding. Often, the email address does not indicate who is sending the message.

### **Student E-Mail Accounts**

NDSCS students are to setup an NDSCS Live email account and use it exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can setup your email account at: <http://www.ndscs.edu/current-students/campus-buildings-services/its-service-desk-email/email/>

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Microsoft Lync
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Once you have set up your "Live" account, be sure to update your email information for your online courses. After logging into eCollege, click **My Profile** in the upper right corner, and enter the new address so you continue to receive communications from the college.

If you need help, contact the NDSCS IT Helpdesk at 800-342-4325 ext 2523 or [ndscs.helpdesk@ndscs.edu](mailto:ndscs.helpdesk@ndscs.edu).

## Help Desk

You are ***strongly encouraged*** to make hard copies of your assignments and communications with the instructor. Computer crashes and disasters are bound to happen.

**Note:** It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared within 12 hours, send assignments by mail and/or contact the instructor.

For technical problems like not being able to view a page, slowness issues, problems viewing video or hearing audio, things not working as they should, please contact the 24/7 eCollege helpdesk at (877) 740-2213, or email them by at [helpdesk@ndscsonline.org](mailto:helpdesk@ndscsonline.org). In addition, there is a Tech Support tab at the top where you can participate in a live chat with a technician.

## Grading Policies

All work that is not submitted by the stated due date will be docked 10%. If there are circumstances that prevent you from submitting work on time, contact me before the due dates.

## Grading Scale

Letter grades will be awarded as follows:

Grading System	Percent
A	90-100
B	80-89
C	70-79
D	60-69

Grades for this course will be a cumulative grade consisting of homework, quizzes and a comprehensive final test.

## Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or College Catalog under College Policies and Basic Regulations of Conduct (page 32).

## Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Student Accessibility Coordinator, 215 Mildred Johnson Library (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

## APPENDIX A

### ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved.** In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.
3. **Share tips, helps, and questions.** For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.
4. **Think before you push the *Send* button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Consider the context.** Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.
6. **Ask for feedback.** Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.
7. **Act with respect.** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have

concerns about something that has been said, please contact your instructor.

8. **Exercise integrity.** Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.
9. **Recognize the consequences.** Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

\*Adapted with permission from Dr. C. A. Keller, San Antonio College