

Engineering Design Graphics

Course Information

Semester & Year: 2024

Course ID and Section number: DT-23 (E7490)

Instructor's name: Joan Carpenter

Day and time of required meetings: 6:05 PM – 8:35 PM Monday, Wednesday

Location: AT-105

Number of proctored exams: 2

Course units: 3

Instructor Contact Information

Office location: AT-105

Office hours: 5:30 PM Monday, Wednesday

Email address: joan-carpenter@redwoods.edu or through Canvas Course Mailbox. I will see your message sooner if you send it through the Canvas Mailbox.

Catalog Description

A study of engineering design graphics for engineers and drafters with an emphasis on technical drawings and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. Note DT-23 and ENGR-23 are the same course.

Course Student Learning Outcomes

1. Develop orthographic projections, isometric, oblique, and perspective pictorial representations of designs using CAD and sketching.
2. Demonstrate correct visualization and representation of 3D information from 2D data and vice-versa.
3. Present design information using current industry standard documentation and annotation techniques.
4. Define terminology related to engineering graphics.
5. Prepare a professional portfolio.

Prerequisites/corequisites/ recommended preparation

Recommended Preparation: CIS100

Prerequisite: None for DT23, MATH25 for ENGR23

Other Materials:

- Notebook and 8.5 x 11 inch plastic sleeves to organize portfolio
- USB file storage
- 0.9mm drafting pencil with HB drafting lead
- 0.5mm drafting pencil with HB drafting lead
- Eraser
- Thin metal erasing shield (optional)
- six inch clear ruler
- Text book is Engineering Drawing & Design fifth edition David A. Madsen and David P. Madsen (free student download available)
- Headphones for the computer lab to watch and listen to Assignment setup videos.

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (such as dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (such as audio books or E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](#). If you are unsure whether you qualify, please contact SASS for a consultation: sass@redwoods.edu.

SASS office locations and phone numbers

Eureka campus

- Phone: 707-476-4280
- Location: Student Services Building, first floor

Del Norte campus

- Phone: 707-465-2324
- Location: Main Building, next to the library

Klamath-Trinity campus

- Phone: 707-476-4280

Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

The following online resources are available to support your success as a student:

[CR Online Learning Support](#)

Tech support, laptop loans, guides to using Canvas, installing Office 365 for free, and more.

[Library Articles & Databases](#)

Find the best library databases for your research.

[Online Tutoring Resources](#)

Participate in tutoring over Zoom.

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Klamath-Trinity students can contact the CR Klamath-Trinity Office for specific information about student support services at 530-625-4821.

Community College Student Health and Wellness

National Suicide Prevention Lifeline

If you are in distress or are with someone at risk right now, call or text the National Suicide Prevention Lifeline.

Call the National Suicide Prevention Lifeline

1-800-273-TALK (8255)

Text the National Suicide Prevention Lifeline

741-741

Timely Care

When you're not feeling well physically or distressed mentally, Timely Care can offer the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Log in or set up an account with Timely Care.](#)

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.

- Text: 707-496-2856
- Email: shawnabmft@gmail.com
- Fax and voicemail: 707-237-2318

Wellness Central

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Wellness Central](#).

Counseling

[Counseling and Advising](#) can assist students in need of academic advising and professional counseling services. Call, email or stop by one of our offices to make an appointment!

Counseling and Advising office locations and contact info

Eureka campus

- Phone: 707-476-4150
- Location: Student Services Building, first floor
- Email: counseling@redwood.edu
- Hours: Monday through Friday, 9am to 4pm. Summer hours may vary

Del Norte campus

- Phone: 707-476-2300
- Location: Main Building, next to the library
- Hours: Summer hours may vary

Klamath-Trinity campus

- Phone: 530-625-4821
- Email: KT-staff@redwoods.edu
- Hours: Summer hours may vary

Basic Needs Center

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. [Submit a request for services and information](#).

Basic Needs Center contact info

- Phone: 707-476-4153
- Email: the-grove@redwoods.edu

Learning Resource Center

The Learning Resource Center includes the following resources for students:

Library Services

[Library Services](#) promotes information literacy and provides organized information resources.

Multicultural and Equity Center (MCE)

The [Multicultural and Equity Center](#) is a dynamic and inclusive place that supports all students in their academic and personal journeys at the college. We do this by creating community, home away from home, and a safe place for cultural expression, cross-cultural learning, access to college and dignity resources, and social justice work opportunities. The MEC is committed to retention and student success by offering activities related to leadership development, student connectedness and student equity. We are a student-centered program that fosters respect for all people.

Academic Support Center

The [Academic Support Center](#) offers tutoring and test proctoring for CR students.

Student Tech Help

[Student Tech Help](#) provides students with assistance around a variety of tech problems.

Extended Opportunity Programs and Services (EOPS)

[Extended Opportunity Programs and Services](#) (EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program with the [Eureka TRiO office](#) or the [Del Norte TRiO office](#).

Veterans Resource Center

The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

CalWORKS

California Work Opportunity & Responsibility to Kids ([CalWORKs](#)) provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

Evaluation & Grading Policy

Methods of Evaluation: The final grade you receive will be based on the following criteria:

70% Assignments Grade Scale: 100% - 90% A

10% Participation 89% - 80% B

10% Midterm 79% - 70% C

10% Final 69% - 60% D

59% - 0% F

Late work is immediately penalized 20% and then cumulatively penalized an additional 10% each subsequent week after the due date.

Grade Scale:

- 100%-90% A
- 89%-80% B
- 79%-70% C
- 69%-60% D
- Below 59% F

Grading Methods: Each assignment is graded separately for each student, meaning there is no curve. For each incorrect portion of the drawing, $\frac{1}{2}$ a point will be deducted from the drawing's grade. This can be changed depending on the severity of the mistake by the instructor. Participation is based on taking a quiz on Canvas and participating in the on-line Discussions twice a week. Students will get 2 points on each participation quiz regardless of answering questions correctly or not. Students get 1 point for an initial post in the weekly Discussion and 1 point for making two reply later in the week for online Discussion or participating in class discussion. At the end of the semester, the instructor may add or subtract points depending on class participation and attitude.

Other Information:

- The information in this document is subject to change, with notice, in the event of extenuating circumstances.
- The following items may be found on the Canvas site for this class: Calendar, Quizzes, Assignments, Announcements, prerecorded class videos, grade book and resources such as reading assignments, handouts, and PowerPoints.
- The course materials on Canvas are supplemented by a free textbook that is on the Canvas course page for download.
- It is your responsibility to check Canvas frequently.
- **It is expected that students attend class via Canvas a minimum of twice a week even if they are attending the in-person lab.** Students may use the school provided lab computer to complete Canvas on-line course requirements. If you are taking the class in-person be sure and take the Participation Quiz on Tuesday and Thursday when you are in the lab.
- (Waived for Covid) The expectation is that you attend every class, on time, and stay for the duration of the class. If you are absent it is your responsibility to get the missed information from the instructor or another student. Make use of the instructor's office hours to get missed

information; there will not likely be time during class for the instructor to go over the missed instruction or assignment.

- Make use of the instructor's office hours for questions and answers. Zoom office hours are available upon request. If you need to talk to me outside of class you should email request for a office meeting via Zoom.
- The software used in this class (AutoCAD 2023 student version) is available for free download to students registered in the class.
- Instructor does not provide technical support for your personal software or computers.
- Instructor does not support AutoCAD for Macs.
- NO FOOD OR DRINK AT COMPUTER WORKSTATIONS. SPILLPROOF WATER BOTTLES ARE OK.
- Students working remotely will need to supply their own AutoCAD ready PC computer and must register and download a copy student AutoCAD. It is advised to have an at-home AutoCAD ready workstation.
- Students are provided on the Canvas course pages with prerecorded instruction for assignments that they may opt to use in place of in-person instruction.
- **If the student wants to listen to the prerecorded assignment instructions during the in-person lab session they will need to provide their own plug-in head phones.**
- All students must take midterm and final exams in-person or arrange for a proctored exam.

Fall 2024 Dates

| Date | To Remember |
|----------------|-----------------------------------------------------------------------|
| August 23 | Last day to register for classes (day before the first class meeting) |
| August 24 | Classes begin |
| August 30 | Last day to add a class |
| September 2 | Labor Day Holiday (district wide closure) |
| September 6 | Last Day to Drop & Receive a Refund |
| September 8 | Last Day to Drop w/out a "W" |
| September 9 | Census Date (20% of class) |
| October 31 | Last Day to Petition to Graduate & Petition for Certificate |
| November 1 | Last Day for Student/Faculty Withdrawal |
| November 11 | Veteran's Day Holiday (District Wide Closure) |
| November 25-26 | Fall Break (No Classes) |
| November 27-29 | Thanksgiving Holiday (District Wide Closure) |
| December 14-20 | Final Examinations |

| Date | To Remember |
|-------------|-----------------------------------------|
| December 20 | Last Day to File P/NP Option |
| December 20 | Semester Ends |
| December 27 | Grades Due |
| January 3 | Grades Available for Transcript Release |

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2023-2024 College Catalog](#) and [CR Board and Administrative Policies](#).

AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. Sometimes, using these tools appropriately can help us overcome barriers and allow us to focus on deeper learning. However, overuse of these tools can undermine the development of our critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, it is sometimes appropriate and sometimes inappropriate to use generative AI in the completion of assignments or in discussion posts. For this class, please see the specific assignment instructions for guidance on how and when generative AI tools may be used appropriately as we're working on and learning from a particular assignment. Also, please keep in mind that you are responsible for anything you submit; please carefully review all AI-generated outputs, screening them for accuracy, bias, appropriateness, and fidelity to your perspective.

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2023-2024 College Catalog](#) and [CR Board and Administrative Policies](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Canvas Information

- Log into Canvas at [My CR Portal](#)
- For help logging in to Canvas and general tech help, visit [Student Technical Support](#)
- Once you're logged in to Canvas, you click on the Help icon on the left menu
- Canvas online orientation workshop: [Canvas Student Orientation Course](#)

Setting Your Preferred Name and Pronouns in Canvas

Students have the ability to display personal pronouns and an alternate first name in Canvas. Students may change their pronouns on their own in Canvas (Account :: Settings :: Edit Settings). To request a change to your preferred list name, contact [Admissions & Records](#). Your Preferred Name will only be listed in Canvas; this does not change your legal name in our records. See the [Student Information Update Form \(pdf\)](#).

Emergency Procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into [WebAdvisor](#) and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information visit [Redwoods Public Safety](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, visit [Redwoods Public Safety](#).

Klamath-Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction. In the event of an emergency, communication shall be the responsibility of the district employees on scene:

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. Notify Public Safety 707-476-4111.

In the event of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
8. Do not leave site, unless it has been deemed safe by the person in command.