

NORTH LAKE COLLEGE
5001 N. MacArthur Blvd.
Irving, Texas 75038-3899
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



COURSE SYLLABUS
CO-OP EDUCATION: CONSTRUCTION ENGINEERING
TECHNOLOGY/TECHNICIAN
CNBT 2380
Fall 2011

Construction Technology – NLC West Campus
(972) 860-7873/ Room D107
M-R 8:00am - 6:00pm, F 8:00 - 4:30pm

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4	Construction Design Principles & Practice	3.00
4.1	Design Theory	
4.2	Construction Materials	
4.3	Construction Methods/Techniques	
4.4	Construction Graphics/Blueprint Reading	
4.5	Construction Layout	
4.6	Estimating	
4.7	Planning and Scheduling	
4.8	Construction Accounting/Finance	
4.9	Construction Law	
4.10	Construction Safety	
4.11	Project Management	3.00
4.12	Building Codes	

Instructor Information:

Instructor: Roger Wilson
Email: rwilson@dcccd.edu
Instructor's Phone: 972-860-7873
Office: D109A
Office Hours: By Appointment

Course Information:

Course title: Co-op Ed: Construction Engineering Technology/Technician

Course number: CNBT 2380

Section number: 7710

Credit hours: 3

Class meeting time: W (5:00pm – 6:00pm)

Textbooks and Materials:

- No Textbook Required
- Handout: CO-OP Handbook

Course Description:

Career related activities encountered in the student's area of specialization, offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

COURSE PREREQUISITES

1. None

Course Objectives:

Upon conclusion of this course, students will be able to:

1. Apply the theory, concepts, and skills involving specialized materials, tools, and equipment.
2. Identify the procedures, regulations, laws, and interactions within political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills
4. Develop appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

INSTRUCTIONAL METHOD

This course will be taught by a combination of lecture, on the job training, and guest lectures.

Course Outline:**Course Calendar – Fall 2011**

Week	Description	Notes
1	Introduction to Course, review syllabus and grading Overview of CO-OP Experience	
2	Building the Notebook	
3	Complete Training Station Agreement Development of Objectives	
4	Development of Objectives	
5	Development of Objectives Core Values	
6	Development of Objectives Core Values	
7	Book Report – “One Minute Manager” Working with People	
8	Setting Goals Working with People	
9	Setting Personal Goals 1 and 5 year Goals	
10	Setting Personal Goals Don't put all eggs in one basket	
11	Developing a Resume Presentation on writing a Resume	
12	Developing a Resume Review Resume	
13	Map To Job Site Review Resume	
14	General Meeting – Q & A	
15	Turn in Required Paper Work	
16	Turn in Notebook	

Means of Assessment of Course Learning Outcomes:**GRADING METHODS**

You will be graded based on the tests listed below. Each test will be graded 0 to 100 and valued the percentage of the overall total grade as listed below.

1. Items Evaluated	Value
a. Core Papers	30%
b. Job Report	50%
c. Project – Reports	20%
Total Percent	100%

2. Meaning of Points Earned

- A = 90 through 100 = Outstanding
 B = 80 through 89 = Good
 C = 70 through 79 = Average
 D = 60 through 69 = Needs Improvement
 F = 0 through 59 = Failing

3. A student must attend each class from beginning to end to be counted present and to receive a grade for class attendance.
 4. All exams, quizzes, assignments, projects, homework, notebooks and term papers that are turned in late will lose 10% of the grade.
 5. Make up work or exams will be given at the discretion of the instructor. Each request will be considered on an individual basis.

Exams and Assignments

Refer to Course Calendar

Discipline/ Course/ Department/Policies:

Attendance:

Your instructor will be present only during your scheduled class time. Class attendance is critical. Completion of all assignments is critical. Please be careful not to fall behind in your assignments. It will be very difficult to grasp all the material if this happens. You are required to complete all assignments, quizzes, midterm, and final exam to successfully complete this course.

The last day to withdraw from this class is November 17, 2011.

The last day of class is 12/14/11

Withdrawing from a course is a formal procedure which **YOU** must initiate. For information about withdrawal procedures, go to the Admissions Office, Room A419, or call 972-273-3101.

Please see your instructor prior to withdrawing from a course.

The above drop date pertains to Credit students.

Please read "Stop before you Drop", and "Drop Policy" under Institutional Policies.

INSTITUTIONAL POLICIES:

ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the ADA/ACCESS Office at (972) 273-3165 or visit Room A-430 at North Lake College. It is the policy of NLC to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ADA/ACCESS Office.

DROP POLICY

If you are unable to complete this course, you must officially withdraw by **11/17/11**. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: <http://www.DCCCD.edu/thirdcourseattempt> .

FINANCIAL AID STATEMENT

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at <http://www.fafsa.ed.gov>.

COUNSELING SERVICES

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:

<https://www1.dcccd.edu/6drop>.

WRITING CENTER (A309)

The Writing Center supports and supplements classroom instruction by providing focused, individualized writing instruction in response to the specific needs of the student. Its services are available to all North Lake students, not just those enrolled in English classes. The tutors are skilled writing specialists who can help students clarify writing tasks, understand instructors' requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" students' papers, the Writing Center staff focuses on helping students develop and improve their writing skills.

Located in Room A309, the Writing Center is open 8:00 AM to 9:30 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Saturday hours are 9:00 AM to 2:00 PM during fall and spring semesters. Hours will vary during other sessions. Students who have scheduled an appointment in advance will have a tutor available to work with them at their scheduled time. Walk-ins are welcome, but they may have to wait for an opening or make an appointment for a later time, perhaps a later day. To schedule an appointment, come by the Writing Center, call 972-273-3089, or email nlcwritingcenter@dcccd.edu.

SCANS COMPETENCIES:

<i>Resource</i>	<i>C1.1,C1.3,C1.4,</i>	<i>Allocates Time, Allocates Materials and Facility Resources,</i>
<i>Interpersonal</i>	<i>C2.1,C2.2,C2.3,C2.4,C2.5</i>	<i>Participates as team member, teaches others, serves clients/customers, exercises leadership, negotiates</i>
<i>Information</i>	<i>C3.1,C3.2,C3.3</i>	<i>Acquires and evaluates information, Organizes and maintains information, uses computer to process information</i>
<i>Systems</i>	<i>C4.1,C4.2,C4.3</i>	<i>Understands systems, monitors and correct performance, improves and designs systems,</i>
<i>Technology</i>	<i>C5.1,C5.2,C5.3</i>	<i>Selects technology, applies tech to task, maintains and troubleshoots.</i>

SCANS FOUNDATION SKILLS:

Basic Skills	F6.1,F6.2,F6.3,F6.4,F6.5,F6.6	Reading, Writing, Arithmetic, Mathematics, Listening, Speaking.
Thinking Skills	F7.1,F7.2,F7.3,F7.4,F7.5,F7.6	Creative thinking, decision making, problem solving, mental visualization, know how to learn, reasoning.
Personal Qualities	F8.1,F8.2,F8.3,F8.4,F8.5	Responsibility, self esteem sociability, self management, and integrity/honesty.

COURSE COMPETENCIES

Learning Activities, Outcomes, and Assessment

<u>Learning Activity</u>	<u>Learning Outcomes</u>	<u>Assessment</u>	<u>Course Outcomes</u>
Provide a brief description of the learning activity.	Briefly list the specific learning outcomes/ objectives for the activity.	How will the activity be assessed?	Which Course Outcomes are addressed by the learning activity?
1. develop a written tool box talk and than present a live safety tool box talk	The student will demonstrate effective oral communication skills during a safety meeting	The student must meet minimum rating of satisfactory by supervisor	Outcomes include #3, #4, #6
2. develop an estimate of labor or materials and a schedule provide project and/or co-op objective	The student will demonstrate effective math skills used in estimating materials, labor, equipment and other math based needs	The student must meet minimum rating of satisfactory by supervisor	Outcomes include #2,#3,#4,#6
3. Using current CRPT Class project you are to develop, organize, plan, schedule, and lastly execute the plan to completion	The student will demonstrate the ability to plan, schedule. organize and execute a technical objective(Project) in the students trade option	The student must meet minimum rating of satisfactory by supervisor	Outcomes include #2,#3,#4,#5,#6
4. Using blue prints and specifications the student will interpret for specific information for a building project	The student will demonstrate critical thinking skills related to interpreting plans and specifications specific to students trade area	The student must meet minimum rating of satisfactory by supervisor	Outcomes include #2,#3,#4,#5,#6
5. Develop a written report based on a specified topic that will be will be used in a project and/or co-op objective	The student will demonstrate effective written communication skills by writing a report on a specified topic or area	The student must meet minimum rating of satisfactory by supervisor	Outcomes include #2,#3,#4,#5,#6

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