Instructor:

Contact Information:
- Office: 
- Phone: 
- Email address: 
- Hours Available:

Paul Flourney
paf4725@dcccd.edu
Available by Apt. only

Course Description (from Eastfield Catalog):
Properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

Textbooks and Other Course Materials:
- Commercial Drafting and Detailing, 3d Edition, Jefferis and Smith, Delmar, 2010, isbn-13 978-1-4354-2597-

Course Objectives:
Identify the characteristics of standard construction materials; and describe their application in the construction industry

Evaluation Procedures:
There are no test in this course, each assignment is waited equally.
Course Outline:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DESCRIPTION</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Read chapters 1 &amp; 2, answer questions in chapter quizzes</td>
<td>9-5</td>
</tr>
<tr>
<td>3</td>
<td>Read chapter 3, answer questions in chapter quiz</td>
<td>9-12</td>
</tr>
<tr>
<td>4</td>
<td>Read chapter 4, answer questions in chapter quiz</td>
<td>9-26</td>
</tr>
<tr>
<td>5</td>
<td>Read chapter 5, answer questions in chapter quiz</td>
<td>10-10</td>
</tr>
<tr>
<td>6</td>
<td>Read chapter 6, answer questions in chapter quiz</td>
<td>10-17</td>
</tr>
<tr>
<td>7</td>
<td>Read chapter 7, answer questions in chapter quiz</td>
<td>10-31</td>
</tr>
<tr>
<td>8</td>
<td>Read chapter 8, answer questions in chapter quiz</td>
<td>11-7</td>
</tr>
<tr>
<td>9</td>
<td>Read chapter 9, answer questions in chapter quiz</td>
<td>11-14</td>
</tr>
<tr>
<td>10</td>
<td>Read chapter 10, answer questions in chapter quiz</td>
<td>11-21</td>
</tr>
<tr>
<td>11</td>
<td>Read chapter 11, answer questions in chapter quiz</td>
<td>12-5</td>
</tr>
</tbody>
</table>

Attendance Policy:

Students will be allowed to miss two classes without penalty. A third absence will require documentation of reason i.e. doctor note etc. Further absences may be allowed at the discretion of the instructor. More than three absences without documentation or consultation with instructor will result in your grade being reduced one point. (A to B, or B to C etc…)

Does Not Apply To online classes

Developmental Courses
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 after the drop date are also subject to this policy.

Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student's test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

If you are teaching in a non-lab classroom, you may allow for food and drink, but you must comply with college requirement of a statement of responsibility from each student. See "Food and Drink Policy" attached as .pdf file.

ADA Statement

Students requiring accommodations due to the presence of a disability must identify themselves thirty days before the semester begins and demonstrate/document the need for accommodation at the Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact the DSO at 972-860-8348. http://www.eastfieldcollege.edu/SSI/DSO/

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by semester's drop date 4/16/15. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Classroom Etiquette

- Cell phones should be turned off in Class.
- Abuse or profane languages are not allowed

The instructor reserves the right to amend this syllabus as necessary.