Eastfield College
Career Technologies’ Division

Instructor:

Contact Information:
Office: T016 or L118
Phone: 972-860-7338
Email address: MGW4564@DCCCD.EDU
Hours Available:
Monday and Wednesday 8:00 am-10:00 am
Tuesday and Thursday 4:00 pm-5:30 pm
Tuesday and Thursday 8:40 pm- 9:15 pm
Friday 8:30 am -9:30 pm by appointment

Room: Meet: Online

Course Description (from Eastfield Catalog):
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Textbooks and Other Course Materials:
Process Pipe Drafting, Terence M Shumaker 978-1-59070-247-5

Course Objectives:
Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings.

Evaluation Procedures:
There are no test in this course, each assignment is waited equally. Every assignment builds on a prior assignment.
### Course Outline:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DESCRIPTION</th>
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| 1 | Read chapter 1  
Complete Chapter 1 review questions and print reading exercise |
| 2 | Read chapter 2  
Complete Chapter 2 review questions and Problem 2-1  
Problem 2-5 (A-X use chart from page 266-268)  
Problem 2-6A and 2-6B  
Problem 2-6C and Problem 2-6D attached for example (ecampus)  
*(Sketches need to be created using AutoCAD)* Do not worry about dimensions, drawing should be proportional |
| 3 | Read Chapter 3  
Complete Chapter 3 review questions, *Problem 3-1A, Problem 3-7*  
*(Use AutoCAD for Problems 3-1A and 3-7)* Do not worry about dimensions, drawing should be proportional. Create blocks so you can use them for future drawings  
3-1B attached for reference and Problem 3-7 double line attached for reference |
| 4 | Read Chapter 4  
Complete Chapter 4 review questions and print reading *exercise #1, and problem 4-2*  
*(Sketches need to be created using AutoCAD)* Dimensions should match, all other items need to be drawing should be proportional  
See attached file for plan view for reference (ecampus) |
| 5 | Read Chapter 5  
Complete Chapter 5 review questions and print reading *exercise #1 and problem 5-1*  
*(Use AutoCAD for Problem 5-1)*  
See attached file for corrections (ecampus)  
*(Drawing should be proportional)* |
| 6 | Read Chapter 6  
Complete Chapter 6 review questions and *problem 6-1 (Use AutoCAD for Problem 6-1)*  
See attached file for plan view for reference (ecampus) |
| 7 | Read Chapter 7  
Complete Chapter 7 review questions and and *problem 7-1 & 7-2*  
(abbreviations can be found in Appendix A) |
| 8 | Read Chapter 8  
Complete Chapter 8 review questions and print reading exercise #1 and *problem 8-1 (Both) & 8-2D*  
*(Use AutoCAD for Problems 8-1 and 8-2d)*  
Problem 3-4B and 8-2d attached for reference  
Video attached for Isometric |
| 9 | Read Chapter 9  
Complete Chapter 9 review questions |
| 10 | Assignment 10  
Redraw Chapter 9 print reading exercise#2  
Make title block 11x17  
*(Remember isometric drawing should be proportional. You don’t have to worry about dimension)* |
| 11 | Assignment 11  
Redraw pipe support assembly guide on page 169 (figure 6-20)  
Redraw figure 6-16 page 165 *(Drawing should be proportional. You don’t have to worry about dimensions, but make sure your drawing heights correlate with elevation heights)* |

Last day to submit assignments is May 8
**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 Self Paced Classes**

**Developmental Courses**

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

**Financial Aid Statement**

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](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.**