Eastfield College
Career Technologies’ Division

Summer 2017
Technical Reading & Sketching
DFTG 1325-46426 Credits: 3Hrs

Instructor: Marques Washington

Contact Information:
Office: L101 or L118
Phone: 972-860-7338
Email address: MGW4564@DCCCD.EDU
Hours Available: Monday – Thursday 500-530

Course Description (from Eastfield Catalog):
An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

Textbooks and Other Course Materials:
The Technology of Manufacturing: Blueprint Reading for Machinist Training
Isbn 978-0-910399-00-5

Course Objectives:
Interpret working drawings including dimensions, notes, symbols, sections, and auxiliary views; and sketch pictorials and multi-view drawings.

Evaluation Procedures:
There are no test in online course.
Each Assignment is weighted equally, No test in online course
The highest grade on a late assignment is 60
# Course Outline:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DESCRIPTION</th>
<th>DUE DATE</th>
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| 1. | Read Chapter 1. Complete review questions on pg. 13-15  
LAB review ex 7-2, 7-3, 7-4 | 7-13 |
| 2. | Read Chapter 2. Complete review on pg. 29  
Complete pg. 36, 39, 41  
LAB Worksheet-P67, p68, p69, p123 view selection 8, corner plate, angle bracket | 7-14 |
| 3. | Read Chapter 3. Complete review on pg. 64  
Read Chapter 4. Complete Ex. 1  
Omit #8 on EX1  
LAB Worksheet- Review activity 6-2, p61view selection | 7-17 |
| 4. | Complete Chapter 4- Ex. 3  
Read Chapter 5. Complete practice on Pg. 105 (omit #3)  
LAB Worksheet – p125 front view test | 7-19 |
| 5. | Read Chapters 6-9  
Complete pg121-122  
Complete #2 only on pg. 133  
Complete review on pg. 143  
LAB Worksheet – p122 view selection 7 | 7-21 |
| 6. | Read Chapter 10  
Complete TP-100, TP-101  
LAB Worksheet – p109, p106 | 7-24 |
| 7. | Complete TP-104(omit #14), TP-114(omit #10,14, 19)  
LAB Worksheet – p92 view selection 3, p96 view selection 4 | 7-26 |
| 8. | Complete TP-140 (omit #5), TP-141(omit #8)  
Complete TP-142, TP-144 | 7-28 |
| 9. | LAB Online activity1 and 2 | 7-31 |
| 10. | LAB Complete 3 views Front, Top, and Right views(Angle block, angle lap block, Bracket, chamfered block, and end lap member)   
hand draw or use autocad | 8-2 |
| 11. | LAB Online activity   
p128 3 view test, review activity 5-1, review activity 5-2   
Right side view test | 8-4 |
| 12. | LAB Online Activity 1 and 2   
Worksheet – angle bracket, p32&33, and spacer | 8-7 |
| 13. | LAB Online activity   
Pump spacer, Dovetailed slide | 8-8 |
| 14. | LAB Online activity   
Worksheet –Sliding support, Shin p38&39, p124 top view test | 8-10 |

The last day to submit assignments is 8/10/17
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

Attendance Verification for Financial Aid

Attendance is based on your participation in this class. Failure to participate may result in your financial aid award being reduced or eliminated. You are responsible for confirming the accuracy of your attendance record.

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. Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. All students receiving financial aid must open a student email account. The account is free. You may set it up by going to https://www.eastfieldcollege.edu/services/onlineservices/Pages/MSOffice.aspx#email.

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.

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.
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 8/3/17. 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.

DCCCD OIE Faculty Syllabi Statement- FALL 2016
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.
Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Eastfield
972-860-8348

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.
We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit https://www.eastfieldcollege.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx.

College Title IX Coordinators
Eastfield
Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358

District Title IX Coordinator
Office of Institutional Equity
LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

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

INCLEMENT WEATHER & EMERGENCY OPERATIONS
In the event of inclement weather, be sure to check your email and/or the campus website. Also, register to receive emergency alerts via text messaging and/or email. Lastly, familiarize yourself with the campus video for Keeping Safe in a Campus Emergency. (Video best watched
in Internet Explorer). Here is the place to sign up for the emergency alert: 
https://www.dcccd.edu/services/onlineservices/Pages/Alerts.aspx

This is how and why to get a student id card: 
https://www.eastfieldcollege.edu/slifeefc/Pages/id.aspx. ID cards are obtained from the advising center C-120E Monday through Thursday 8:00 AM to 7:00 PM - Friday 9:00 AM to 5:00 PM

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