

Syllabus

Blue Print I

Advanced Manufacturing Technology Center
Housatonic Community College

Semester and Year of Course	Fall - 2017
Course ID and Title	Blue Print I, MFG 124 – 01, 02
Course Number (CRN)	3681 & 3682
Number of Credits	Two (2)
Prerequisites	Satisfactory test scores in Reading, Writing & Math
Class Meeting Day(s) and Time(s)	Thursdays – 8am to 10 am & 10 am to 12 pm
Instructor's Name	Gary Koos
Office Hours	Tuesday – 3:00 to 5:pm, Friday 12:00 to 2:00 pm
Office Location	L 179 (formerly C107)
Office Telephone Number	203-332-5987
E-mail address	gkoos@housatonic.edu)
Preferred Mode of Communication	e-mail

Course Description

The course covers basic skills for a manufacturing environment. Course includes view orientation, drawing, symbols, dimensioning, views, title block, machining specifications and more

Course Objectives

This introductory Blueprint course will introduce students to the drawing field. Key areas of emphasis will include technical drafting practices, procedures and processes, the visualization of multi-view drawings, Blueprint literacy and the application of Blueprint to various engineering fields. Students will be responsible for completing the vast array of drawing assignments using Blueprint. These drawings in combination with homework assignments, group design projects, quizzes and tests will serve as a measure of student mastery/ proficiency.

Learning Objectives

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Required Text

Machine Trades Print Reading 6th Edition by Michael A. Barsamian / Richard A. Gizelbach ISBN: 978-1-63126-105-3

Instructional Methodology

The teaching methods used in this class will include lecture/discussion with reference to text illustrations, current-events in the field of manufacturing, and pertinent details supplemented by Blueprint demos. You are responsible for all activities presented in the lab, as any of the material may be on lecture exams and/or drawing assignments. You are expected to read the chapters prior to coming to class, and take an active part in any classroom discussions. You are responsible for learning all topics (e.g.; terminology, key concepts, etc.) that are presented in these detailed chapter outlines, and although some material may not be covered during class lecture and/or lab, you are still responsible for the information for lecture exam purposes.

Attendance Policy

Lack of attendance per the college policy, cannot be the sole ground for exclusion from a course nor can it be the sole ground for failure in a course. A grade of UF is given to students who stop participating in the course prior to the end of the semester. "Participation" is NOT defined by attendance, but by engaging in academic work, broadly defined. If a student is to be awarded a UF grade, the faculty member will also need to enter the date of the student's last participation (e.g. date of the last test they took or assignment they turned in). If the student never attended, then the last date of participation is the day before the first day of classes.

Students are requested and expected to notify the instructor via email or phone of daily absences or tardiness if possible. Students are to notify the instructor in all cases of planned absences in advance

Make-up Policy

Students are expected to take all regularly scheduled quizzes and exams shown on the course schedule or on those dates announced in class. See me to schedule a time to make up a missed or exam. Late assignments will receive a ½ letter grade deduction for every three days late. There will be no extra credit assignments.

Withdrawal from a Course

Students who withdraw from a course prior to the end of 12 weeks after the start of classes for a standard semester, are entitled to receive a grade of "W" in each course from which they have officially dropped or withdrawn. Withdrawals are not issued after the 12th week of the semester. A student with extenuating circumstances may appeal to the Dean of Academic Affairs for a withdrawal after the 12th week. There must be clear documentation of the extenuating circumstances and appeals will be evaluated on a case-by-case basis (Abstracted from 2016-2017 HCC Catalogue, pg. 18). Please be sure to emphasize that withdrawals are initiated by students.

Class Cancellation

The College policy on class cancellation is that occasionally classes have to be cancelled because of extreme weather conditions or other emergencies. The most detailed information is on the HCC website www.housatonic.edu or by calling 203-332-5200. Students should log into myCommnet to sign up for myCommnet alert text messages to receive weather cancellations and closings.

If instructed to do so, students are required to check Blackboard for course activity information in the event of a class cancellation (Abstracted from 2016-2017 HCC Catalogue, pg 2)

Children on Campus

Generally, visitors are not allowed in the classroom. However, if in an emergency situation, you need your child with you when you are attending class, you are required to receive permission from the instructor. If approved, you must have the child or children with you in the classroom at all times. You cannot leave your children unattended anywhere in the college (From the 2016-2017 HCC Catalogue, pg. 24). Under no circumstances will children be allowed in the machining lab.

Use of Cellular Phones & Electronic Devices

Cell Phones and other electronic devices are to be used in class only for class related activities at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstance that required students to be available by phone or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device (From 2016-2017 HCC Catalogue, pg. 24)

Students with Special Needs

The program for students with disabilities may provide adjustments, academic tutoring and technology to assist students with all varieties of disabilities. The program is designed to assist student in developing their talents to the fullest by providing assistive services which may include evaluation of individual learning styles, counseling and course advising, alternative administration of examinations, tutoring, audio-visual and computer learning equipment and group support. The DSS's professional staff assist students in developing ways to cope with their disabilities and achieve academic success without altering the nature of the college course.

- Student with disabilities are encouraged to meet with the Disability Support Services Coordinator, located in LH-B116 (203-332-5018) to view documentation and determine adjustments.
- Also located in LH-B116 is the Adaptive Technology Center that contains computers with software such as JAWS, WYNN and closed circuit TV. (From 2016-2017HCC Catalogue, pg. 27)

Students who enter the Advanced Manufacturing Program have certain physical standards that they must be able to meet. These include but are not limited to the following:

- Ability to stand for up to eight hours a day
- Ability to lift up to 30 pounds
- Ability to handle and manipulate all required hand tools used in the program, including the fine motor skills necessary to utilize measuring devices
- Ability to safely handle and manipulate all machine tools

Tutoring Resources & Services

The mission of Academic Support Center (ASC) is to provide a full service testing and tutoring experience that cultivates student success. The ASC is comprised of dynamic, dedicated educators who strive to enhance the learning experience and academic and professional achievement of HCC students through comprehensive services which include:

- Testing Center – Provides placement, computer literacy, make-up, CLEP and DSST testing
- Tutoring Center – Provides one-on-one, drop-in, group, and online tutoring in most subject areas.
- Writing Across the Curriculum Center (WACC) – Provides on-on-one writing tutoring to students in all subject areas.
- The Academic Support Center is located in rooms LH-B116, LH-B118 and LH-B120.
(From 2016-2017 HCC Catalogue, pg. 25-26)

Tutoring is available with referral from your instructor within the Advanced Manufacturing Office. See your instructor, Ms. Guirand or Mr. Koos if you would like to take advantage of this option.

Center for Academic Progress (CAP)

The Center for Academic Progress is designed to identify and support students who seek to better prepare themselves for college coursework. All new HCC students are required to take an Accuplacer Preparation Workshop at CAP before taking the Accuplacer placement test. Upon completion of the workshop, students are advised by CAP staff. Those seeking further practice before taking the placement test may choose from several review and practice options. After placement testing, CAP offers intensive refresher programs on an ongoing basis for students who need more skill preparation in math and/or English. The CAP Labs are located in Lafayette Hall rooms LH-A227 and LH-A209 (From 2016-2017HCC Catalogue, pg. 26)

Policy Against Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under State and Federal law and is also prohibited by the Connecticut Board of Regents for Higher Education Non-Discrimination Policy.

In accordance with the Board policy sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual issued as a basis for employment or academic decisions affecting the individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

For the complete description of conduct which may constitute sexual harassment see the Connecticut Board of Regents Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy and the Connecticut Board of Regents Student Code of Conduct in Appendix I.

Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak with the Dean of Students, the Director of Student Development and Services, or the Director of Human Resources/Affirmative Action Officer. Any of these individuals will advise you of appropriate channels available to you and will respect the confidentiality of the situation (From 2016-2017 HCC Catalogue, pg. 25)

The Library

The Library is a welcoming place for students, staff and faculty. It is open extended hours (changes by semester) when the college is open. It has study areas, study rooms and computers for student use. Student resources, such as copier and scanner, are found in the Library.

The Library maintains an open stack book collection of over 54,000 print volumes, and e-book collection of over 29,000 volumes and special collections in areas of Current Textbooks, ESL, Personal Finance, Careers, and Children's books. Additionally, there is a substantial multi-media collection of DVDs, CD and audiobooks. The Library also has Films on Demand, a video streaming services of 25,000 titles. Electronic information resources include many online databases and e-services. The databases cover the major curricular areas including literature, history, health, business, the social science and also covers general information. LibGuides provide guidance to students in using the databases and all other library resources. LibGuides are available from the library's webpage and Blackboard. All students at HCC receive a free online subscription to the New York Times.

The Library's web site is <http://www.hctc.commnet.edu/Library/> and its phone number is 203-332-5070. Remote access to the Library's e-resources can be reached by logging into my.commnet.edu

Important Dates

August 24th at 8:00am – AMTC Program Orientation (**Date is TBD**)

August 28th at 8:00am – Classes start in the AMTC Program

Thanksgiving Day recess – November 23, 2017

Mid-term Grades due – October 20, 2017

Last day of classes – December 11, 2017

Final Exam Week – December 12, 2017

Course Outline

Date	Week	Description		Chapter	Pages
8/31	1	Prints, Design and Mfg. process Line Usage- Alphabet of lines Visualizing Shapes	Machine Trade Print Reading Precision Machining Technology	1 3	1-7 25-27 203
9/07	2	Orthographic Projection Multi-view drawings Normal and inclined surfaces and lines	Machine Trade Print Reading Precision Machining Technology	2	11-19 204-206
9/14	3	QUIZ CH 1-3 Orthographic Projection Multi-view drawings Inclined surfaces and lines, Arcs and Circles			
9/21	4	Title Blocks Dimensioning	Machine Trade Print Reading	4 7	47-50 99-108
9/28	5	Orthographic Projection/Multi – View Drawings Rounds and Fillets Holes C-Bore	Machine Trade Print Reading	9	133-139
10/05	6	Pictorial Drawings Isometric drawings			
10/12	7	Midterm exam Title Blocks and Parts Basic Drawing Commands Orthographic Projection Multi-view drawings			

10/19	8	Pictorial Drawings/Perspectives Obliques			
10/26	Auxiliary Views	Machine Trade Print Reading	14	243-248	
11/02	Auxiliary Views				
11/09	QUIZ Sectional Views Production Drawings	Machine Trade Print Reading	13	215-222	
11/16	Sectional Views Production Drawings				
11/30	Sectional Views Production Drawings				
12/06	Final Exam				
12/13	Make-up Final assignments due				

Websites & Electronic Resources

www.youtube.com is a useful source of video tutorials on Blueprint reading and drawing

www.google.com as a search tool will locate useful tutorials when using the search terms isometric and orthographic. Use Google to search for both websites of interest as well as images.

Grading System

For the purpose of computing numerical credit point averages, grades are evaluated as follows for each semester hour of credit. Grades in this course will be based on this grading system:

Grades Scored Between	Will Equal
94% - 100%	A
90% and less than 94%	A-
87% and less than 90%	B+
84% and less than 87%	B
80% and less than 84%	B-
77% and less than 80%	C+
74% and less than 77%	C
70% and less than 74%	C-
67% and less than 70%	D+
64% and less than 67%	D
60% and less than 64%	D-
Less than 60%	F

Evaluation Criteria – Final Grades

Final Grades for Blueprint Reading I are determined as follows:

Daily Performance *	20%
In class assignments/homework and quizzes	40%
Midterm Exam	20%
Final Exam	20%

* Daily Performance includes several measures of student performance depending on the class involved. In Blueprint I this category includes Attendance, Tardiness, Preparation for and participation in classroom activities, Willingness to follow instructions, Respect for and ability to work with other students, Willingness to request assistance when necessary and Ability to complete assignments in a timely manner.

Academic Dishonesty Statement

Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Cheating, in any form, is viewed by the faculty, the students and the administrations as a most serious offense. (See the Board of Regents Student Code of Conduct, Part D, Appendix I.)

Academic dishonesty can result in your receiving an “F” grade on the paper or exam in question and/or an “F” grade in the course. “F” penalties are invoked by faculty member. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean.

Faculty members please explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the faculty member prior to undertaking the action or submitting the paper (From 2016-2017 HCC Catalogue, pg 23).

Personal Message to Students

How to Successfully Complete Your Blueprint Reading Class!

1. **SELF-DISCIPLINE**. For continuing success, you need to be in the habit of setting high standards for yourself - and exceeding them. Don't look for the easiest pathway

2. **GOOD READING ABILITY**. The textbook is written for the college student so if you have deficiencies in reading or the English language, you are hampering yourself in success. You are learning a whole new language (=medical) with its own lingo and abbreviations and there's a lot of reading to go along with it.

3. **PUNCTUALITY**. Tardiness and absenteeism are devastating in lecture and lab classes. Being present in class and on time should be ingrained in your habits and be as natural as breathing.

4. **POSITIVE ATTITUDE**. If you've always enjoyed learning and have a long-standing genuine interest in the manufacturing and/or technical drawing, then you'll naturally learn better. .

5. **CLEAR & LOGICAL THINKING**. Blueprint Reading is logical. There are logical tendencies (rules, common themes etc.) in the vocabulary and organization of each subject. If you can mirror these tendencies in your thinking, you'll "absorb" and understand the subject easier.

6. **KNOWING HOW TO USE THE TEXTBOOK**. Use the text as a REFERENCE like a dictionary or encyclopedia. Know how to find information quickly using the index & glossary. For more depth, skim the chapter summary at the end of the chapter to start, then read deeply if needed. Don't read more than 5-6 sentences without stopping and mentally reviewing it. Every sentence is LOADED with information. Take it slowly.

7. **EFFICIENT TIME MANAGEMENT SKILLS**. Keep a semester/course calendar. Create both a daily and weekly list of activities and events. Stick to your schedule - but be flexible if needs change. Allow at least one and a half hours per day (six days/week) for regular studying during the regular 15 week semester.

8. **SMART TEST-TAKING SKILLS**. Be on time, calm and ready. Take a deep breath. Follow the test directions. Read each question carefully. If it's multiple-choice, try to narrow the choices down. Save the hard questions for later. Be sure to answer all questions.

9. **ACADEMIC FRAME OF MIND**. Hopefully you enjoy school and you have arranged your activities around it. This is more difficult if you're working full-time. Stress, relationships, illness, jobs and other crises may be unavoidable and shake you out of your "learning-centered" frame of mind. A clear, calm and focused mind should be your "game-face" for school.

**HCC Advanced Manufacturing Program
MFG – 124 – 01 & 02**

Blueprint I

Course Syllabus

Professor: Gary Koos

Fall 2017

Student acknowledgement of receipt of course syllabus

Student Name _____

Student signature _____

Date _____