The University of Southern Mississippi  
College of Science & Technology – School of Construction  
AEC 132 – Architectural Graphics  

COURSE SYLLABUS  

Instructor  
- Jenna Wright Hill  
- School of Construction Main Office  
  118 College Drive, Box #5138  
  Hattiesburg, MS 39406  
- Phone: 601.266.4895  
- Fax: 601.266.5717  
- Email: Jenna.Wright@usm.edu  
- Website: usm.instructure.com/login/canvas  

Fall Office Hours  
- As an adjunct faculty member, office hours are not required; however, please email me if you need my assistance. We can set up a time to discuss any issues via Skype or phone call.  

Dates to Remember  
- August 18th: last day to drop the class without Academic or Financial Penalty.  
- Visit the Fall 2017 Academic Calendar for other important dates:  
  usm.edu/registrar/calendars  

Prerequisites  
- None  

Credit Hours  
- 3hr Lecture  

Course Description  
- Introduction to the fundamental principles and techniques used to graphically represent architectural content and ideas.  

Course Overview  
- The purpose of the class is to introduce students to & establish a foundation of vocabulary, theory, and drafting skills required to pursue academic or professional careers in the architecture, engineering, construction (AEC), and related disciplines. This course is suitable for students from all levels and backgrounds as an introduction to the AEC industry.
Course Outcome(s)
• Identify common architectural terms and abbreviations
• Identify common architectural symbols
• Produce orthographic projections
• Develop and practice plan reading skills
• Create basic 2-D drawings using AutoCAD

ABET: Student Outcomes
(a) An ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities.

(g) An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.

Associate Program Educational Objectives
(b) Utilize instruments, methods, software, and techniques that are appropriate to produce A/E documents and presentations.

Baccalaureate Program Educational Objectives
(a) Create, utilize, and present design, construction, and operations documents.

ACCE: Student Learning Outcomes
(SLO 1) Create written communications appropriate to the construction discipline.
(SLO 7) Analyze construction documents for planning and management of construction process.

Course Communication
• The primary mode of communication will be via e-mail. The instructor will check email regularly, and you should receive a response within one business day of successfully sending the e-mail. Proper email etiquette is expected; if appropriate collegiate-level language is not used, you will not receive a response. In the event that you experience technical problems or the instructor is unable to respond due to extenuating circumstances, you are encouraged to contact the School of Construction main office staff for assistance.

• Students must originate emails from their campus email address. Subject headings for all email should begin with “AEC132”.

Required Texts:
Technology Requirements
• Access to and fully functional use of Canvas & campus email. The ability to download, save, and read Microsoft Office & Adobe pdf documents.
• Access to a computer which can effectively run Autodesk AutoCAD (current version) as required to complete assignments. Refer to Autodesk website for information about minimum system requirements.

Class Procedures and Requirements
• All assignments and course materials will be available via Canvas. Tests, Quizzes, and assignment deliverables will be administered and submitted via Canvas only unless student accommodations are required and pre-arranged.
• Typical Instruction will follow this format:
  • Weekly ‘course modules’ will be made available and contain instructions on what is expected as well as establishing due dates for the following (depending on the module):
    • Lectures and/or reading assignments will be posted.
    • Quizzes and/or CAD Exercises will be made available.
    • Students can expect to dedicate ample non-classroom time to review materials, complete exercises, and/or independently study the course materials and assignments.
• See attached Tentative Class Schedule for additional information.

Class Participation Policy
• There is no formal participation or attendance policy for this course; however, it should be noted that if the student does not follow the weekly activities, their success rate in the course diminishes rapidly.
• It is critical that you avoid procrastination in order to succeed in the course. All assignments will be given with reasonable completion times and you are encouraged to immediately begin working on them in an effort to meet deadlines. No late work will be accepted. Early submissions are welcome.
• The instructor uses assessment rubrics to evaluate student assignments. Students are given these for each assignment for the course. Each rubric clearly details the criteria used by the instructor to award grades. Students are encouraged to review these rubrics in order to find out what they must deliver in order to receive a desired grade.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Item</td>
<td>Percent</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>25%</td>
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<tr>
<td>CAD Exercises</td>
<td>35%</td>
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<tr>
<td>Final Project</td>
<td>25%</td>
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</tbody>
</table>

90-100     A
80-89      B
70-79      C
60-69      D
0-60       F
Late Assignments or Projects

- All assignments are due at the time and date stated on the schedule included in the syllabus. When an assignment or exam is missed, the student is responsible for providing an explanation to faculty. A verified excuse must be obtained from The Office of Student Oriented Services in RC Cook Union 221.

Academic Honesty

The following is from the USM Undergraduate Bulletin: When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

Academic Integrity

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others’ work)
2. Plagiarism (representing another person’s words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members’ involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” For more details, please see the University’s Academic Integrity Policy. Note that repeated acts of academic misconduct will lead to expulsion from the University.

Mental Well-Being Statement

Southern Miss recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601.266.4829. More information is also available at www.usm.edu/student-counseling- services. All students are eligible for free, confidential individual or group counseling services. In the event of emergency, please call 911 or contact the counselor on call at 601.606.HELP (4357).
ADA Policy
If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS    39406-0001
Voice Telephone: (601) 266-5024 or (228) 214-3232    Fax: (601) 266-6035
Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.
**Class Schedule:** This is a tentative schedule and is subject to change. If any changes are necessary, the new schedule information will be announced in Canvas.

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Textbook Chapter Review</th>
<th>Textbook Chapter Quizzes</th>
<th>AutoCAD Book Exercises</th>
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<tbody>
<tr>
<td>1 / Aug 21</td>
<td>Syllabus and Download AutoCAD</td>
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<tr>
<td>2 / Aug 28</td>
<td>Chapter 1 Chapter 2</td>
<td>Chapter 1-2 Quiz (Due on 9/3)</td>
<td>Chapter 1 CAD Exercise (Due on 9/4)</td>
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<tr>
<td>3 / Sept 4</td>
<td>Chapter 3 Chapter 5 Chapter 6</td>
<td>Chapter 3-5 Quiz (Due on 9/10)</td>
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<td>4 / Sept 11</td>
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<td>Chapter 2 CAD Exercise (Due on 9/17)</td>
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<td>5 / Sept 18</td>
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<td>Chapter 3 CAD Exercise (Due on 9/24)</td>
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<tr>
<td>6 / Sept 25</td>
<td>Chapter 16 Chapter 17</td>
<td>Chapter 16-17 Quiz (Due on 10/1)</td>
<td>Plan Reading Exercise (Due on 10/1)</td>
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<tr>
<td>7 / Oct 2</td>
<td>Chapter 22 Chapter 23 Chapter 24</td>
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<td>Chapter 4 CAD Exercise (Due on 10/8)</td>
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<td>8 / Oct 9</td>
<td>Chapters 22-24 Quiz (Due on 10/15)</td>
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<td>Plan Reading Exercise (Due on 10/15)</td>
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<tr>
<td>9 / Oct 16</td>
<td></td>
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<td>Chapter 5 CAD Exercise (Due on 10/22)</td>
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<tr>
<td>10 / Oct 23</td>
<td>Chapter 26 Chapter 36 Chapter 37</td>
<td>Chapters 26, 36-37 Quiz (Due on 10/29)</td>
<td>Plan Reading Exercise (Due on 10/29)</td>
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<td>11 / Oct 30</td>
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<td>Chapter 6 CAD Exercise (Due on 11/5)</td>
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<tr>
<td>12 / Nov 6</td>
<td>Chapter 13 Chapter 14</td>
<td>Chapters 13-14 Quiz (Due on 11/12)</td>
<td>Chapter 8 CAD Exercise (Due on 11/12)</td>
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<td>13 / Nov 13</td>
<td>Chapter 19 Chapter 20 Chapter 21</td>
<td>Chapters 19-21 Quiz (Due on 11/19)</td>
<td>Plan Reading Exercise (Due on 11/19)</td>
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<tr>
<td>14 / Nov 20</td>
<td>Thanksgiving Break</td>
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<tr>
<td>15 / Nov 27</td>
<td>Final Project (Due on 12/3)</td>
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<tr>
<td>16 / Dec 4</td>
<td>Final Exam (Available 12/4 - 12/7)</td>
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