Instructor
- Shane Germany
- 118 College Drive Box #5138
- Office: 601.266.6273
- Fax: 601.266.5717
- shane.germany@usm.edu

Office Hours
- See attached Office Hours for the Instructor.

Drop Date
- August 27, 2014 last day to drop the class without Academic Penalty.

Prerequisites
- None

Credit Hours
- 2hr 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)
- Students will learn to read and interpret architectural & engineering graphics covering a broad range of building sciences & trades. Students will learn hand-sketching methods and standard Computer Aided Drafting & Design (CADD) methods to create design & construction documents.

Student Learning Outcomes
- At the end of the instruction, students can complete the following tasks:
  - Given hand-drafting tools, read & develop hand sketches of architectural & engineering themed illustrations and design details
  - Identify & understand typical vocabulary, graphic symbols, standards & language used in architecture, engineering, & construction.

Course Communication
- Outside of the classroom, the main point of communication shall be via Blackboard and/or email. Students must originate emails from their campus email address and utilize proper email etiquette. Subject headings for all email should begin with “AEC132”.

Required Text(s) and Readings
- Textbooks:
  - Status: Required
  - ISBN: 9781435481626
  - Arch Drafting & Design, Author: Cengage Learning, Publisher: Cengage, Edition: 6th, Year Published: 2011

- Status: Required
- ISBN: 9781585037209
- Residential Design Cad 2013, Author: Stine, Publisher: SDC, Year Published: 2013

- Architectural Scale
- Minimum 50 page Spiral bound Sketchbook, 8.5x11” or 9x12”
- Other Supplementary material provided by the Instructor in digital format or available online as required.

Technology Requirements
- Access to and fully functional use of Blackboard & campus email. The ability to download, save, and read Microsoft Office & Adobe pdf documents.

Class Procedures and Requirements
- All assignments and course materials will be available via Blackboard. Tests, Quizzes, and assignment deliverables will be administered and submitted via Blackboard only unless student accommodations are required and pre-arranged.
- Typical classroom Lecture & Lab content will follow this format:
10-15 min. Review of previous week’s material, questions, comments, etc.
30-60 min. Lecture of new material & exercises instruction, see schedule.
Review & Clarify upcoming deliverables, assignments, etc…
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

For face-to-face sections, attendance is mandatory. Excused absences and a written proposal for completing missed work must be pre-approved by the Instructor prior to. Emergency, Medical, or Athletic/Academic leaves must be processed by the University and/or School of Construction and documentation shall be provided from administration. **Two (2) or more Unexcused or Unauthorized absences will result in a failing grade for the semester.** Missing assignments, tests, materials, etc. due to Unexcused or Unauthorized absences automatically receive a zero.

For Online sections, distance learning allows students to work around their schedule, however, logging in and completing all the discussions and activities on the final day of the module will not be considered “professional participation”. Students should participate at least three times on the weekly discussion board by responding to the initial question and then replying to two other student’s comments with quality responses. Chat and live classroom participation will also be required

**Evaluation Criteria (% of final average)**

Evaluation Criteria for assignments, quizzes, exams, exercises, etc… shall be weighted to a Final Grade and categorized as follows:

- 25% Vocabulary Quizzes, Unit Quizzes
- 25% Sketching Notebook
- 25% CAD Chapter Reviews
- 25% Final Examination.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-60</td>
<td>F</td>
</tr>
</tbody>
</table>

Rubrics are provided for all assignments.
Cumulative rubric scores are totaled for each Evaluation Criteria and equated to a 100pt scale.
Final Grades are determined by calculating the 100pt scale against the Evaluation Criteria % for each criteria and totaled with Letter grades assigned as shown.
Late Assignments or Projects
☐ Late work will not be accepted.

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.”

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.

Tentative Class Schedule
• See attached.