

Drafting 3 Course Syllabus

Course Title:	<u>Architectural Drafting, Honors (Level 3)</u>
Instructor:	Ms. Joy Dorst
Room:	960
Planning:	3 rd Period
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Communication:	Course content is updated through Schoology and website, http://teachers.stjohns.k12.fl.us/dorst-j/

Purpose: The purpose of this program is to prepare students for careers and / or college in the architecture / engineer related industries.

Course Description: The course is the third course in the Design Academy, Architecture program. It is designed to further develop competencies in the area of architectural design services. This course provides instruction in computer aided drafting skills, professional ethics and career and education planning and sustainability issues related to the design, construction and maintenance of the built environment.

The Florida Department of Education Curriculum Framework include:

- Determine the meaning of symbols key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 11–12 texts and topics.
- By the end of grade 11, read and comprehend literature [informational texts, history/social studies texts, science/technical texts] in the grades 11–CCR text complexity band proficiently, with scaffolding as needed at the high end of the range.
- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the specific task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.
- Perform computer aided drafting functions--The student will be able to:
 - Demonstrate organizational skills to influence the sequential process when creating drawings.
 - Draw lines, arcs, circles, etc. to represent plans and/or mechanical assemblies.
 - Create text styles, text justification and multi-line text.
 - Create and use multi-leaders.
 - Edit dimensions.
 - Work with dimension styles.
 - Crosshatch objects.
 - Apply external references.
 - Isolate and hide objects.
 - Use selection set methods.
 - Describe and use arrays.

- Use elements of creativity and organizational principles to create visually coherent viewports and layouts.
- Create and manage layers.
- Use page setup for plotting.
- Create, insert and edit reusable content such as symbols and blocks.
- Use specific line types.
- Create fills and gradients.
- Edit hatch patterns and fills.
- Examine career opportunities in drafting and related fields to determine requisite skills, qualifications, supply and demand, market location and potential earnings--The student will be able to:
 - Identify and demonstrate positive work behaviors needed to be employable.
 - Develop and use criteria to select works for a digital career portfolio.
 - Evaluate and compare employment opportunities that match career goals.
 - Examine licensing, certification, education and industry credentialing requirements for careers in design and construction industry.

Requirements for Success

Success in this class is simple, come to class prepared, actively participate with respect and enthusiasm and demonstrate skill in the requirements established by the State framework, St. Johns County School District, Bartram Trail High School, the Academy and the classroom specifically. Homework is rare but classwork is compulsory; managing time well will lead to success!

Classroom NORMS include:

1. *Be Present*
2. *Participate*
3. *Value Everyone's Voice*
4. *Trust the Learning Experience – you will learn in this class, often by doing.*
5. *Have Fun!*

Required Materials for Each and Every Class Period:

- Folder
- **2 Flash drives for saving computerized projects**
- Hard bound sketchbook
- Mechanical pencils

Dress for Success:

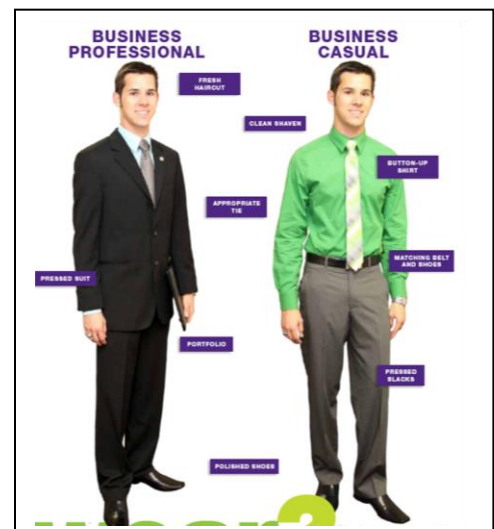
An important part of the academies at BTHS is teaching students about business dress. Employers and our academy advisory board inform us that people in general do not understand how to dress for professional business events. Provided here are guidelines for what to wear on Dress for Success day to earn an A (50 point assessment grade).

Overall Guidelines

- Students are required to DRESS FOR SUCCESS (*business casual attire* as defined here) on the **second Wednesday of each month**. This opportunity is mandatory for all academy students and will count as a 50 point assessment grade each month.
- IRONED Clothes
- Must stay professionally dressed the **entire day** or will earn a zero grade.
- If absent on Dress for Success Day, the grade must be made up by Friday of the same week.
- If you forget to participate on Dress for Success Day, you may make up the grade for a C (35 points) by Friday of the same week.
- *Business Professional attire*, a suit or conservative sports jacket will earn 5 points extra credit.

Girls . . . Guidelines to earn an A

- Dress pants (NO shorts, leggings, jeans, or capris on DRESS for SUCCESS day!)
- Business Style Dress (Appropriate length—in the vicinity of your KNEE; dress should not cling to your body and show your shape. Sleeveless should be avoid; wear a color coordinated cardigan if your dress does not have sleeves. NO maxi dresses on Dress for Success day!
- Business Style Skirt with Business Style Shirt (The shirt should NOT be tight, NOR show cleavage; Skirt should be an appropriate length—in the vicinity of your KNEE, and not cling to your body and show your shape. Sleeveless should be avoid; wear a color coordinated cardigan if your dress does not have sleeves. No maxi skirts on Dress for Success day).
- Dress shoes; 2" heel or lower. No boots or shoes that resemble flip flops (piece that comes down between the toes).
- Neatly groomed hair. Your hair should look like you made an effort to do something with it.
- Limited make-up; easy on perfumes; NO big jewelry, big hair accessories, or hats
- Maxi dress, maxi skirt, shorts, leggings, jeans, or capris = ZERO
- Clothes too tight or inappropriate shoes--warning the first time; ZERO after the first warning.



Boys . . . Guidelines to earn an A

- Dress Pants and belt; colors--black, dark blue, gray, brown, khaki; dark colors nothing bright or flashy
- Dress Shirt with tie; shirt neatly tucked into pants.
- Dress Shoes; NO athletic shoes; No white shoes or white socks, sandals, slides, or flip flops
- Hair neatly groomed
- Limit the cologne
- All or the above and NO tie = B

Grading:

Students in this HONORS class will be held to a high standard and are expected to work as if they are working on the job and will be graded accordingly. Students will be graded on the following types of projects and assignments:

- AutoCAD Review Drawings and Certification Practice Tests
- Vocabulary
- Drawings and Models
- Design Projects and Presentations
- Resume and Online Portfolio
- Research Projects and Writings
- Tests and Quizzes
- Employability Skills/Work Ethics Evaluations

The grading portal will list ASSIGNMENTS and ASSESSMENTS along with their relative point values and due dates.

More detail pertaining to each assignment will be available through the class SCHOOLGY site. Students should work diligently during each and every class period, to manage time and work in order to meet all reasonable due dates. If a student has an excused medical absence, he/she will be given extra day(s) equal to the number of days absent to complete the assignment. However, end of term assignments are required before the end of the assignment marking period. Once an assignment has been graded and returned to a class, late work will not be accepted. At this point a zero will be given if the assignment still has not been submitted. Typically, at least one grade will be entered into the gradebook per week.

If a student misses an assignment, test or quiz because of a medical excused absence, he/she must make that up within one week. This can be made up before or after school or during lunch. Feel free to schedule a meeting or e-mail me if you have a question about your grade.

Grade Recovery

If a student wishes to recover a SUMMATIVE assessment, the maximum recovery grade allowed is 75% and must be recovered within the marking period with a limit of one recovery per quarter. It is the student's responsibility to request and complete a "Recovery Ticket" within a day of the grade notification. Recoveries are only granted AFTER a student has developed and implemented a plan for success. Recoveries are made up before or after school or during lunch and within two weeks of recovery grade notification. Grade recoveries are not available within

the last 2 weeks of a term. Feel free to schedule an appointment outside of class time to talk to me or e-mail me if you have a question about your grade. Grade recovery does not extend to formative assignments.

All Academy students will participate in the Dress For Success Program. One Wednesday per month, you must come to school appropriately dressed for a business interview. Your participation will be an assessment grade. We will review the specifics of this soon. You are expected to monitor your own progress in eSchoolPlus. Communicate with me if you do not understand your grade. Let's clear up misunderstandings and misinformation before a problem occurs.

Class rules: These are in addition to Bartram Bear Standards

- NO food or drink (except water) is allowed in the classroom. You will be required to throw any food or beverages that enters the classroom.
- The class must be kept clean and neat. You will have a designated space to store your design supplies/projects. You are expected to leave the classroom as good as or better than you found it.
- Equipment and supplies must be used safely and properly.
- Unless given permission, cell phones must not be visible. They will be confiscated.
- Students are allowed 3 tardies/semester. Subsequent tardies will be referred to the dean.
- Come to class prepared with your supplies. No locker passes.
- We have one in-class restroom pass. Please use the restroom between classes.

Academic Integrity Policy:

The purpose of an Academic Integrity Policy is to advocate high standards in ethical behavior at Bartram Trail High School. Academic honesty is an integral component in fostering self-respect, achievement, and positive relationships among all students and faculty. This policy is intended to clarify the expectations we have for all students to maintain an ethical climate at Bartram Trail that values honesty, effort, and respect for others.

Definitions of Academic Misconduct:

Misconduct subject to penalty includes, but is not limited to, the following offenses:

Cheating - Examples of cheating include, but are not limited to, the following:

- Copying an assignment or test
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Submitting the same assignment or presentation more than once
- Working on and/or completing an assignment collaboratively without teacher authorization
- Taking pictures of an assignment or test with any electronic device without permission

Plagiarism - a form of academic dishonesty in which a student submits or presents the work of another person as his or her own. Examples include, but are not limited to, the following:

- Presenting another author's entire work as your own

- Copying a summary from another source and incorporating it into your work
- Using another author's sentences or phrases without using quotations and/or citing your source

The teacher's professional judgment will determine whether or not a student has cheated or plagiarized. It is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Consequences

1. For any violation, automatic consequences include the following:
 - Teacher will assign a failing grade for the assignment
 - Teacher initiates parent/guardian contact
 - A referral to the appropriate dean
 - The student's other teachers and guidance counselor will be informed
2. For repeated or severe violations:
 - Suspension from school
 - Removal from AP level class
 - Department refusal to provide letters of recommendation
 - **If student is on an out of zone waiver, they will be reassigned to their home school**
 - May be referred to the Honor Court

Cell Phone Policy During Testing:

"You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content." If an electronic device is found on your desk, in your pockets, or anywhere you can reach them, your test will be invalidated. You may retake the test at the end of the quarter for a maximum grade of 75%.

This will be your only retake for the quarter.

Employable Skills:

The simplest and most accessible definition of employability in terms of skills is 'the skills almost everyone needs to do almost any job'. This is a great definition as far as it goes, although employability is not just about skills, it's also about capabilities or competencies: aptitude, attitude and behavior. Employability is not the same as subject knowledge, qualifications or specialist experience. A degree and a list of published papers on your CV may not be enough to secure a position. You have to be aware of what employers are looking for in any employee. And you have to demonstrate that you are employable as a person, a team member and as a contributing member of the employer organization.

Therefore the State of Florida integrates Employable Behavior into the Architecture Design Academy State Framework. **Florida Framework 21.01 is 'Identify and demonstrate positive Architectural Drafting (Level Three)**

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work behaviors needed to be employable.' In addition to being held to an academic standard of subject matter proficiency, each Academy student will be held to an employable behavior standard defined in the Employability Skills Rubric listed below, please familiarize yourself with the rubric that will be enforced throughout the year.

**BARTRAM TRAIL HIGH SCHOOL DESIGN ACADEMY
EMPLOYABILITY SKILLS RUBRIC**

DEMONSTRATED BEHAVIOR	WELL DONE (10)	NEEDS IMPROVEMENT (5)	UNACCEPTABLE (0)
TIME MANAGEMENT AND WORK ORGANIZATION	Works consistently all period without reminders, makes good use of time and handles work and resources in order of priority. Classroom left in good condition and materials put away neatly.	Needs reminders to begin to work, seldom thinks through assignments, misuses time and resources and does the minimum of what is required. Needs reminders to leave classroom in good condition and put materials away.	Works very little, demonstrates poor use of time, wastes resources and supplies, results in unfinished work and untidy work space.
ATTITUDE AND RESPECT	Consistently demonstrates positive and respectful attitude and behavior, works well with fellow students and teacher, willing to help others, accepts constructive criticism and does fair share of team projects.	Demonstrates disrespectful behavior on occasion. Has difficulty working with peers and or teacher, has difficulty accepting criticism, does not do fair share.	Demonstrates disrespectful behavior and does not participate with others, does not contribute when working in a group.
INITIATIVE AND PRODUCTIVE	Comes to class prepared and engages in classwork directly following instruction. Produces requirements of work and finds additional tasks when assigned job is complete.	On occasion does not come to class prepared and has to be reminded to engage in classwork. Produces minimal or missing a requirement of work and does not finds additional tasks when assigned job is complete.	Does not come to class prepared, not taking initiative to actively participate in classwork and is missing several required projects. Often distracting others from their classwork.
JUDGEMENT IN SEEKING HELP	Knows when to ask for help or ask for questions to avoid wasting time or materials.	Seldom tries to follow instructions, always asks what to do next shows little initiative if any initiative.	Seldom or never asks for help, even when help is needed.
RELIABLE AND DEPENDABLE	Attends school regularly and on time, arranges for make-up work, is on time, ready to work, can be counted on to persist through obstacles until a job is complete. Consistently adheres to school and class rules.	Often absent, tardy or wishes to be excused from class. Seldom makes up missed work, sometimes leaves work or projects unfinished. Often challenges school and class rules.	Unexcused absences, frequent tardiness, does not make up work missed, frequently has incomplete work or projects. Does not follow school and class rules.

Florida Framework 21.01: Identify and demonstrate positive work behaviors needed to be employable. *Note: If student behavior warrants being sent to the Dean you will receive a 0 for the weekly Employability Skills Grade.*

Class Contract

(Please read and discuss with your parents then return SIGNED to me by August 15, 2018 to receive full credit)

I, _____ *(print student name)* have read and comprehend the Class Contract. I have asked for clarification on any points that I found unclear. I agree to fully participate in this elective and distinguish myself as an aspiring designer.

I have reviewed the Course Syllabus including the **Requirements to Succeed** and **Employability Skills Rubric** for the class with my parents,

_____ *(parent signature)*, and we have agreed to secure the purchase of the required materials by **August 20, 2018**. Once the materials have been purchased, it is the student's responsibility for maintaining the supplies and bringing them to class daily.

Thank you for your commitment to the Design Academy! I look forward to a great year.

Sincerely,

Ms. Dorst

Ms. Dorst
Bartram Trail High School