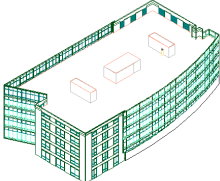




Course Title:	Computer-Aided Design		
Course Prefix:	ARCH	Course No.:	2223
		Section No.:	P03



School of Architecture	Department: <input checked="" type="checkbox"/> Architecture <input type="checkbox"/> Construction Science <input type="checkbox"/> Art <input type="checkbox"/> Digital Media Art <input type="checkbox"/> Community Development
Course Location:	Nathelyne Archie Kennedy Building, Room 223 Main Computer Lab
Class Meeting Days & Times:	Monday/Wednesday: 3:30-4:50PM
Catalog Description:	“(3-0) Credit 3 semester hours. Introduction to the range and potential of computer-aided design and electronic media, through problem solving and conceptual design.
Prerequisites:	N/A
Co-requisites:	N/A
Mode of Instruction:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> On-line <input type="checkbox"/> Hybrid
Instructor:	Jeremy L. Curtis, Instructor
Office Location:	School of Architecture, Prairie View A&M University, Room 228A
Office Telephone:	(832) 473-2779 (<i>text first to identify yourself</i>)
Email Address:	archcad2223@gmail.com ; jlc Curtis@pvamu.edu https://archcad2223.wixsite.com/autocad
U.S. Postal Service Address:	Prairie View A&M University P.O. Box 519 Mail Stop 2100 Prairie View, TX 77446
Office Hours:	MW: 8-11AM; TR: 2:30-3:30PM (OTHER HOURS BY APPOINTMENT) Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bring all applicable materials and information to the meeting.
Virtual Office Hours:	
Required Text:	N/A
Optional Text:	N/A
Recommended Text/Readings:	N/A
Learning Resources	PVAMU Library: Telephone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/ Use the Reference Desk at the library where the staff is eager to guide your research. They can orient you to hard copies and on-line resources.

	<p>University Bookstore: Telephone: (936) 261-1990 web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d</p> <p>The Writing Center Telephone: (936) 261-3700 The Writing Center's goal is to provide a friendly, stress-free environment for students from all over campus to meet with a consultant and talk about writing of all types. They provide a responsive audience and advice from experienced writers in sessions generally lasting thirty to forty-five minutes. Sessions of this length offer time to work individually with students on any aspect of the writing process: from brain storming and drafting, to revising and proofreading. They will explore ways to improve a student's overall writing skills. They do NOT proofread or edit for students, but instead teach proofreading and editing techniques. Their goal is to: make a better writer for the long term.</p> <p>Student Academic Success Center Telephone: (936) 261-1040 Student Academic Success Center identifies academic and social roadblocks that interfere with persistence and timely graduation of PVAMU students. SASC informs campus-wide policies by staying current with retention literature and best practices. Further, SASC develops programs and services that are specifically aimed at continuing the academic success of the first year. We strive to provide PVAMU students with "Navigation to Graduation."</p> <p>The Tutoring Center John B. Coleman Library in Room 209 Telephone: (936) 261-1561 Hours: Monday through Thursday 12 pm to 9 pm and Friday from 8 am to 5 pm. Email: AETutoring@pvamu.edu Open to all undergraduate students enrolled for credit in targeted PVAMU courses. offers help for: <ul style="list-style-type: none"> ▪ Microeconomics, Macroeconomics ▪ Management Information Systems ▪ History, Government ▪ Statistics, Basics – Calculus II ▪ Psychology, Sociology ▪ English (Basics – Freshman Comp II), Speech ▪ Spanish I&II ▪ Biology (Pre-Med, Pre-Nursing) ▪ Chemistry (Bio & Nursing Majors) ▪ Physics ▪ Materials & Science </p>
Course Goals and Overview:	
	<p>The goal of this course is to introduce students to both the basic and more sophisticated procedures, using Computer Aided drawing software and techniques, in order to enable them to become more proficient in their ability to design and communicate themselves using digital output.</p>
Course Outcomes/Learning Objectives	
At the end of this course, the students will:	
2223.1	Be able to create, scale, and plot drawings professionally
2223.2	Be able to create, understand, and utilize professional line types and weights.
2223.3	Demonstrate the ability to be proficient in several drawing and editing commands.
2223.4	Be able to create drawings in both 2 and 3 dimensional formats.

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- **Assignments/Exercises:** Written/Electronic assignments designed to supplement and reinforce course material
- **Projects:** Assignments designed to measure ability to apply presented course material
- **Class Attendance/Participation:** Daily attendance and participation in class discussions

Grading Matrix

Instrument	Value (points or percentages)	Total
Assignments/Exercises		
2D Exercises (6 Assignments)	15% of final or 500 pts. per assignment	3,000
3D Exercises (6 Assignments)	15% of final or 500 pts. per assignment	3,000
Class Attendance/Participation	30% of final or 214 points per day	6,000
Final Project (Group Project)	40% of final grade	8,000
Total:		20,000
Grade Determination:	A = 90-100 points (13,500 – 20,000 points) B = 80–89 points (12,000 – 13,499 points) C = 70–79 points (10,500 – 11,999 points) D = 60–69 points (9,000 – 10,499 points) F = 59 points or below (0 – 8,999 points)	

Course Procedures

Taskstream	Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.
University Attendance Policy:	Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or assignment of a grade of "F." Absences are accumulated beginning with the first day of class.
Instructor's Attendance and Participation Policy	<p>As a student in the Computer-Aided Design course at Prairie View A&M University you are expected to attend each class. Class attendance is recorded on roll sheets that are circulated to record your name and signature. If you do not sign the roll, even if you attend the class, you will still be considered absent. Since attendance is critical to the learning objectives and the class discussions, a 200+ point involvement grade is awarded for each class period. Attentiveness is important. For example, things that could cause you to lose points would be sleeping in class, working on other assignments in class, being late, being rude or being disruptive, excessive use of social networking sites, such as Instagram, Facebook, Twitter or other websites which do not pertain to what we are learning. At the end of the semester, the instructor will use attendance as a basis to determine any growth points, which may help you to earn the grade you desire. Participation and absences are accumulated beginning with the first day of class on August 27, 2019. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications:</p> <ol style="list-style-type: none"> 1. Participation in an activity appearing on the University authorized activity list. 2. Death or major illness in a student's immediate family. 3. Illness of a dependent family member. 4. Participation in legal proceedings that requires a student's presence. 5. Religious holy day. 6. Confinement because of illness. 7. Required participation in military duties. <p>If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will</p>

	<p>be accepted for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. After that, the involvement grade stands. If you have another reason other than these seven for being absent, you may submit a memorandum with supporting documentation requesting that the absence be removed from your record for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. All requests will be reviewed and approved or disapproved based upon the justification that you provide in your memorandum. While other reasons for being absent are rarely approved; it is understood that you might feel that there is a higher priority that requires you to miss class. In accepting your decision to miss class, you must also be willing to accept the instructor's decision to not award you involvement points for the class or classes that are missed.</p>
Personal Conduct	<p>Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. Based upon the fact that you are preparing for professional employment, you are expected to adhere to the following specific guidelines:</p> <ol style="list-style-type: none"> 1. During regular class periods <u>all students are expected to dress appropriately</u> in accordance with university regulations so that no disruptions in the learning experience will occur. 2. <u>No hats or caps will be allowed to be worn in the classroom during class sessions</u>. If you elect to wear a hat or cap during the lectures or class discussion, your decision will be respected. However you should also respect the instructor's decision to not award you daily participation points based upon that decision. 3. <u>Dress Code for Presentations</u>: Professional dress is expected for all design and technical presentations in class. Failure to adhere to the guidelines posted by the instructor will result in a deduction of ten percent (10%) from your final presentation score. 4. <u>No food or drink</u> is allowed in the classroom at any time. 5. <u>Cellular telephones are to be turned off or put on silent ring tone</u> during the class period. Texting is strictly prohibited during the class period. No 'ear phone' units will be allowed. If your cell phone rings during the lecture or you are texting you are subject to losing all participation point for that class period. 6. <u>Laptops must emit no noise</u>. Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time. 7. <u>Harassment</u> of your fellow students of any kind will not be tolerated. 8. <u>No children, friends, family members or guests are allowed in the class without prior approval</u>. Failure to adhere to this rule will result in a "0" for that class period.
Conduct of the Class and Care of the Facility	<p>Please note the following rules for the conduct of the class.</p> <ol style="list-style-type: none"> 1. <u>Class will begin at the appointed time</u>. 2. <u>Class is dismissed when so indicated by the instructor</u>. Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class. 3. All class members are required to <u>keep the classroom in a clean and orderly manner</u> to facilitate the number of students using it each day. Failure to maintain the classroom as requested by the instructor will result in a deduction in participation points for all class members for that date of instruction. 4. <u>Lecture Notes and Handouts</u> will be sent to your official university email. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy from another student or source.

Submission of Assignments:	Assignments are due at the start of the class session. No late work will be accepted without proper documentation. All assignments will be submitted either electronically or printed per the instructions of the Professor.
Formatting Documents:	Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to save the document in either the Microsoft Word, Rich-Text, or plain text format.
Exam Policy:	Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).
Professional Organizations and Journals	
References	
University Rules and Procedures	
Disability Statement (See Student Handbook):	Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the instructor of their need for accommodations immediately at the outset of the course so that a solution designed to being successful in class can be produced.
Academic Misconduct (See Student Handbook):	You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.
Forms of Academic Dishonesty:	<ol style="list-style-type: none"> 1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations. 2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test. 3. Fabrication: use of invented information or falsified research. 4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.
Nonacademic Misconduct (See Student Handbook)	The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either: (1) the instructor's ability to conduct the class; (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.
Sexual misconduct (See Student Handbook):	Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.
Student Academic Appeals Process	Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.
Technical Considerations for Online and Web-Assist Courses	
Minimum Hardware and Software Requirements	<p>Pentium with Windows XP or PowerMac with OS 9</p> <ul style="list-style-type: none"> -56K modem or network access -Internet provider with SLIP or PPP -8X or greater CD-ROM -64MB RAM -Hard drive with 40MB available space -15" monitor, 800x600, color or 16 bit -Sound card w/speakers -Microphone and recording software -Keyboard & mouse -Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins <p>-Participants should have a basic proficiency of the following computer skills:</p> <ul style="list-style-type: none"> ·Sending and receiving email ·A working knowledge of the Internet












	<ul style="list-style-type: none"> ·Proficiency in Microsoft Word ·Proficiency in the Acrobat PDF Reader ·Basic knowledge of Windows or Mac O.S.
Netiquette (online etiquette):	Students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.
Technical Support:	Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282
Communication Expectations and Standards:	All emails or discussion postings will receive a response from the instructor, usually within 48 hours. Urgent emails should be marked as such. Check regularly for responses. You can send email anytime that is convenient to you, but the instructors will check their email messages continuously during the day throughout the work-week (Monday through Friday) during normal office hours. Instructors should respond to email messages during the work-week by the close of business (5:00 pm) on the day following <u>their receipt</u> of them. Emails received on Friday will be responded to by the close of business on the following Monday.







ACCREDITATION/ASSESSMENT CRITERIA Table No. 1-NAAB CRITERIA










This course is structured to assist the student meet the following criteria shown in **Table No. 1** as established by the National Architectural Accreditation Board (NAAB). To view the entire list, go to the NAAB website, www.naab.org and access "2014 NAAB Conditions for Accreditation."






Performance Criteria:	Ability ☑	Understanding ☑	Course Learning Outcomes Competencies (T, R, I)		
			T Taught	R Reinforced	I Utilized/ Integrated
REALM A: Critical Thinking and Representation					
A.1. Professional Communication Skills (Ability)			✓	✓	
A.2. Design Thinking Skills (Ability)					✓
A.3. Investigative Skills (Ability)					✓
A.4. Architectural Design Skills (Ability)					✓
A.5. Ordering Systems (Ability)					
A.6. Use of Precedents (Ability)					
A.7. History and Global Culture (Understanding)					
A.8. Cultural Diversity and Social Equity (Understanding)					
REALM B: Building Practices, Technical Skills, and Knowledge					
B.1. Pre-Design (Ability)					✓
B.2. Site Design (Ability)					✓
B.3. Codes and Regulations (Ability)					
B.4. Technical Documentation (Ability)					
B.5. Structural Systems (Ability)					
B.6. Environmental Systems (Ability)					
B.7. Building Envelope Systems and Assemblies (Understanding)					
B.8. Building Materials and Assemblies (Understanding)					✓
B.9. Building Service Systems (Understanding)					
B.10. Financial Considerations (Understanding)					
REALM C: Integrated Architectural Solutions					
C.1. Research (Understanding)					
C.2. Integrated Evaluations and Decision-Making Design Process (Ability)					
C.3. Integrative Design (Ability)					
REALM D: Professional Practice					
D.1. Stakeholder Roles in Architecture (Understanding)					
D.2. Project Management (Understanding)					

D.3. Business Practices (Understanding)					
D.4. Legal Responsibilities (Understanding)					
D.5. Professional Conduct (Understanding)					

COURSE OUTLINE: EVENT AND LECTURE SCHEDULE			
This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced in class. All referenced readings are taken from the required text.			
	Registration/Assembly Dates		Dates exam scores will be posted
	Key Dates		Holidays
	Graduation Applications		Guest lectures
	Dates for Exams		Project Team Workshop
16 WEEK CALENDAR			
Week One: Topic August 28-30, 2019		Class Introduction, AutoCAD Initial Set-up Commands	
Chapter (s):			
Assignment (s):			
University Events: 	August 28-30, 2019	LATE REGISTRATION/ADD-DROP COURSE PERIOD	
	August 26-September 3, 2019	Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled	
	August 29, 2019 [Thursday]	Preparing Productive Panthers “P3” Event and 4 th Annual Job Fair 10:00 am-2:00 pm; Willie A. Tempton Memorial Center–Grand Ballroom, 2 nd Floor), Workshops: <ul style="list-style-type: none">• Resume Workshop• Elevator Pitch w/ a twist• Social-Media Burst (Reviewing Social Media)• Professional Headshots• Dress for Success	
	August 30, 2019 [Friday]	Final Day to Register without late fee	
Week Two: Topic September 2-6, 2019		AutoCAD Operational Commands 1-20	
Chapter (s):			
Assignment (s):		2D Assignments 1 & 2	
University Events: 	September 2, 2019 [Monday]		LABOR DAY (University Closed)

	September 4, 2019 [Wednesday]	GENERAL STUDENT ASSEMBLY: All students to attend. (TO BE CONFIRMED; Time to be announced.)
Week Three: Topic September 9-13 2019	AutoCAD Operational Commands 20-40	
Chapter (s):		
Assignment (s):	2D Assignments 3 & 4	
University Events:		
	September 11, 2019 [Wednesday]	CENSUS DATE (12TH CLASS DAY): COURSE RESERVATIONS CANCELLED FOR NON-PAYMENT.
		LAST DAY TO WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. (Note: A Financial Record will still exist)
		LATE DEADLINE FOR GRADUATING UNDERGRADUATES TO SUBMIT APPLICATION FOR TUITION REBATE
	September 12, 2019 [Thursday]	NOTE! WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS. END ON NOVEMBER 1, 2019.
Week Four: Topic September 16-20, 2019	AutoCAD Operational Commands 40-50+	
Chapter (s):		
Assignment (s):	2D Assignments 5 & 6	
University Events: 	September 18, 2019 [Wednesday]	 SOA Construction Science Career Fair: 9:00 AM- 3:00 PM held in the Kennedy Architecture Building & Fabrication Center
Week Five: Topic September 23-27, 2019	AutoCAD Operational Commands Extra; 3D Commands Introduction	
Chapter (s):		
Assignment (s):	3D Assignment 1 & 2	
University Events: 	September 25, 2017 [Monday]	NOTE! 20 TH CLASS DAY
Week Six: Topic September 30-October 4, 2019	AutoCAD 3D Exposure	
Chapter (s):		
Assignment (s):	3D Assignment 3 & 4	
University Events: 		
Week Seven: Topic October 7-11, 2019	AutoCAD 3D Exposure	
Chapter (s):		
Assignment (s):	3D Assignment 5 & 6	
University Events: 		
Week Eight: Topic October 14-18, 2019	AutoCAD 3D Exposure	
Chapter (s):		
Assignment (s):	Skills Test: 2D & 3D Overview	
University Events: 		

Mid-Term Exam 	October 17-19, 2019	
Week Nine: Topic October 21-25, 2019	Begin AutoCAD Smart Object Introduction; Pick Design Firm and Assign responsibilities	
Chapter (s):		
Assignment (s):		
University Events: 	October 22, 2019 [Tuesday]	 MID-TERM EXAM GRADES DUE
Week Ten: Topic October 28-November 1, 2019	Final Project Design Research and Selection	
Chapter (s):		
Assignment (s):	Choose Project Approach and Start design layout	
University Events: 	October 31, 2019 [Thursday]	Final Date to Apply for Fall 2019 Graduation (ceremony participation)
	November 1, 2019 [Friday]	Application for Graduation-Degree Conferral only for Fall 2019 Graduation Begins (no ceremony participation or name listed in the program) Final Day to Withdraw from Course(s) with Academic Record ("W")
Week Eleven: Topic November 4-8, 2019	Final Project Work Week	
Chapter (s):		
Assignment (s):	Continue Working on Plans, Start Elevations and Sections	
University Events: 		
Week Twelve: Topic November 11-15, 2019	Final Project Work Week	
Chapter (s):		
Assignment (s):		
University Events: 	November 11, 2019 [Tuesday]	NOTE! Priority Registration for continuing students for Spring and Summer semesters
Week Thirteen: Topic November 18-22, 2019	Final Project Work Week	
Chapter (s):		
Assignment (s):	Continue Working on Plans, Start Elevations and Sections	
University Events: 		
Week Fourteen: Topic November 25-29, 2019	Final Project Work Week	
Chapter (s):		
Assignment (s):	Finalize 3D Model, generate elevations, prepare final sheets for printing	
University Events:  	November 28-29, 2019 [Thursday-Saturday]	NOTE! THANKSGIVING DAY (UNIVERSITY CLOSED) Instructors are to begin restoring studios and lecture rooms to original condition prior to giving Exam #3, Final Exam or conducting final project reviews/presentations.
Week Fifteen Topic December 2-8, 2019	Final Project Presentation Week	
Chapter (s):		

Assignment (s):	Pin-up and Present final project	
University Events: 	December 2-3, 2019 Course Review Days	Classes must convene and instructors will prepare students for final exams. Last day of class for Fall Semester 2019 is DECEMBER 3rd! Final Day to Submit Application for Tuition Rebate for Fall Graduation 2019 (Undergraduate Candidates)
	December 3, 2019 [Tuesday]	Final Day to Apply for Degree Conferral only for Fall 2019 Graduation (no ceremony participation or name listed in the program) Final Day to Withdraw from the University (from all courses) for the Fall 2019 16-week
Week Sixteen		
	December 4-10, 2019 [Wednesday-Tuesday]	FINAL EXAMINATION PERIOD
	December 12, 2019 [Thursday]	FINAL GRADES DUE FOR GRADUATION CANDIDATES (12:00 p.m.) – Fall 2019 16-week session
	December 14, 2019 [Saturday]	COMMENCEMENT
	December 17, 2019 [Tuesday]	FINAL GRADES DUE FOR ALL STUDENTS

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of the second class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.

STATEMENT OF AGREEMENT

I have read the Course Syllabus for **ARCH 2223** the Fall Semester 2019, including the Class Lecture and Event Schedule, and agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meeting the course objectives and succeeding in this educational endeavor.

Signature-Student

Student name (Please print neatly)

Student ID #

Date

Signature-Instructor

Instructors name

Date

RETURN THIS PAGE FROM THE SYLLABUS TO THE INSTRUCTOR TO COMPLETE YOUR ENROLLMENT IN THIS COURSE.

 **RECEIVED WITH STUDENT'S SIGNATURE:** _____

☒ **ENTERED INTO GRADE BOOK:** _____