



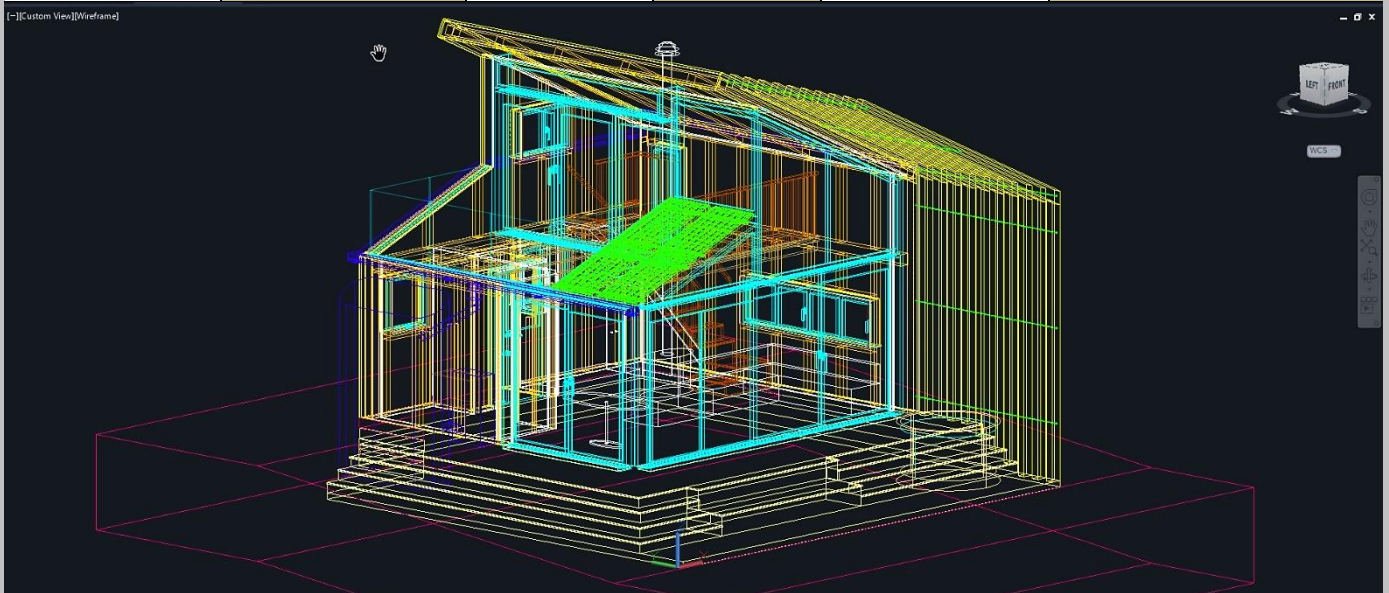
PRAIRIE VIEW  
A&M UNIVERSITY



PRAIRIE VIEW A&M UNIVERSITY  
SCHOOL OF ARCHITECTURE  
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# SYLLABUS

Course Title:	Computer Aided Drafting			Spring 2023	
Course Prefix:	ARCH	Course No.:	1315	Section No.:	P01-2420-238200



*"Inspiration exists, but it has to find you working."*  
- Pablo Picasso

	Department: <input checked="" type="checkbox"/> School of Architecture
Class Meeting Days & Times:	<b>MONDAY and WEDNESDAY 9:00AM to 10:20AM</b>
Catalog Description:	(3-0) Credit 3 semester hours. Introduction to the range and potential of computer aided design and electronic media in problem solving and conceptual design
Prerequisites:	none
Mode of Instruction:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> On-line <input type="checkbox"/> Hybrid
Instructor:	<b>Jeremy L. Curtis – Lecturer I</b>
Office Location:	School of Architecture, Prairie View A&M University, Room 228A
Office Telephone:	(832) 473-2779 (Please Text and Identify yourself & your issue before calling)
Email Address:	<a href="mailto:jlcurtis@pvamu.edu">jlcurtis@pvamu.edu</a>

ARCH 1315

Computer Aided Design

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<b>Office Hours:</b>	Monday, Tuesday, Wednesday and Thursday 11:00-1:00 PM, and by appointment Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed.
<b>Required Text:</b>	<u>none</u>
<b>Required Notebook:</b>	A notebook <b>with lined paper spiral or bound</b> is required for taking notes in class.

	<b>NOTE: This notebook will be collected and RANDOM/UNANNOUNCED and graded.</b>
<b>Recommended Text:</b>	<ol style="list-style-type: none"> <li><b>Autodesk AutoCAD 2021 Fundamentals</b>, By <a href="#">Elise Moss</a>, c 2020 ISBN: 978-1-63057-346-1</li> <li><b>Revit 2020 (21 or 22) for Architecture:</b> No Experience Required 2nd Edition, ISBN: 13: 978-1119560081</li> <li><b>Recommended computer:</b> Please see Computer Specification location on Canvas</li> </ol>
<b>Required Software:</b>	<p>The required software is <b>PC-not Mac software</b>. The response time for Mac is sluggish, commands run slowly or hang up after executed, object selection lag, mouse movements are slow, hang, skip and or hesitate, the program intermittently pauses or freezes, and more importantly, drawing files are slow to open.</p> <p><b>NOTE: If you decide to use a Mac you must install the Windows (10 Pro or above) for Mac software for Revit and AutoCAD.</b></p>
<b>Required Download:</b>	<p>All students are required to download the two Free Student versions of AutoCAD AND Revit Now. It is free. All students must be ready to draw on the first day of class to avoid spending time IN CLASS downloading software. Do not wait until the first day of class to download this required software. DO IT NOW-Today!!</p> <p>All students are eligible to receive free AutoCAD and Revit software. Both software must be loaded before Tuesday, January 16, 2023, at midnight.</p>

**Course Goals and Overview:**

	The goal of this course is to introduce the beginning student to basic and advanced procedures using computer-aided drawing and to enable students to be proficient in editing building and construction drawings. Introduction to the range and potential of computer aided design and electronic media in problem solving and conceptual design.
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**Course Outcomes/Learning Objectives:**

<b>At the end of this course, the students will:</b>		
1	Understand differences between the terms BIM and CAD and their software capacities	
2	Demonstrate the ability to be proficient in creating technical documents	
3	Demonstrate the ability to be proficient in all editing and drawing commands.	
4	Be able to Size, Scale and Plot drawings using architectural and engineering scales accurately	

ARCH 1315 Computer Aided Design CURTIS

PRAIRIE VIEW A&M UNIVERSITY SCHOOL OF ARCHITECTURE

5	Be able to construct 2 & 3 dimensional drawings using proper material assemblies and families	
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## Course Requirements & Evaluation Methods

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

- **Major/Final Drawing Projects:** Written tests designed to measure knowledge of presented course material
- **Drawing Projects:** Assignments designed to measure ability to apply presented course material
- **Class Attendance/Participation and Lecture Notes:** Attendance and participation in class discussion and taking (writing) all lecture notes in your prescribed notebook that will be a-collected at random and graded.

### Grading Matrix

**A** – (high pass) On time. Exceptional performance; strongly exceeding the requirements of the course problem, showing strong academic initiative and independent resourcefulness. **90 to 100 Points**

**B** – (pass) On time. Performance is above the norm/average; accurate and complete; beyond the minimum requirements of the course problem; work demonstrates marked progress and initiative. **80 to 89.99 Points**

**C** – (pass) On time. Satisfactory work that adequately meets minimum requirements and demonstrates satisfactory comprehension, communication skills, and effort; demonstrates little initiative to investigate the problem without substantial prodding of the instructor; work shows little improvement. **70 to 79.99 Points**

**D** – (low pass) unsatisfactorily meets minimum requirements; demonstrates minimum comprehension of the course problem, communication skills, and effort. initiative lacking; improvement not noticeable. **60 to 69.99 Points**

**F** – (fail) does not meet minimum requirements; fails to adequately demonstrate comprehension of the course problem, communication skills, and effort requiring repeating the course. 59.99 and below

Instrument	Value (points or percentages)	Total
ATTENDANCE*	300 pts.	10 %
Weekly Drawings: 2D & 3D Exercises	900 pts.	30 %
Mid-Term Quiz	150 pts.	5 %
Mid-Term Project	450 pts.	15 %
Final Project	1200 pts.	40 %
<b>Total:</b>	<b>3000 pts.</b>	<b>100%</b>

## Course Procedures:

<b>Taskstream</b>	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 Canvas.
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<b>Class Attendance Policy (See Catalog for Full Attendance Policy)</b>	Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced to grade of "F". Excessive absenteeism is defined as accumulated absences greater than 20% OR >6 absences. Absences are accumulated beginning with the first day of class during regular semesters and summer terms.
<b>Instructor's Attendance Policy</b>	Prairie View A&M University requires regular class attendance. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced to grade of "F". <b><u>Excessive absenteeism is determined to be absences accrued that are greater than 25%</u></b> of the total number of required days for that semester and class (8 is considered excessive).

	<p>Absences are accumulated of class during the semester terms.</p> <p>Participation and absences are accumulated beginning with the first day of class on <b>January 17, 2023</b>.</p> <p>Each Absence will be deducted -2pts.</p> <p>Each Late instance (greater than &gt;5 minutes) will be deducted as -1pt.</p> <p>Each Tardy instance (less than &lt;5 minutes) will be deducted -.5 pts.</p> <p>(NOTE: The CANVAS absentee record is not accurate and will not be used)</p> <p>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"> <li>1. Participation in an activity appearing on the University authorized activity list.</li> <li>2. Death or major illness in a student's immediate family.</li> <li>3. Illness of a dependent family member.</li> <li>4. Participation in legal proceedings that requires a student's presence.</li> <li>5. Religious holy day.</li> <li>6. Confinement because of illness.</li> <li>7. Required participation in military duties.</li> </ol> <p><u>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 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. <b>Emails will not be accepted to clear absences. Emails are not and will not be excepted as a valid excuse.</b> Emails sent to the instructor must include the documentation along with it that is needed for verification.</u></p> <p><b>NOTE: If you are late submitting your work in class or on-line for ANY reason, you must <u>attach your work along with the email with your excuse.</u> All late work will be <b>deducted 20%</b> of the original earned grade.</b></p>
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<b>Personal Conduct</b>	<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"> <li>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.</li> <li>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</li> </ol>
	<p>daily participation points based upon that decision.</p> <ol style="list-style-type: none"> <li>3. <u>Dress Code for Presentations:</u> Professional dress is expected for all design and technical presentations in class.</li> <li>4. Students should <u>not be eating food or consuming drinks</u> during the discussion sessions. No food or drink is allowed in the classroom at any time.</li> <li>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 "earphone" 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.</li> <li>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.</li> <li>7. <u>Harassment</u> of your fellow students of any kind will not be tolerated.</li> </ol>
<b>Class Conduct</b>	<p>Please note the following rules for the conduct of the class.</p> <ol style="list-style-type: none"> <li>1. <u>Class will begin at the appointed time.</u></li> <li>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 presentation or discussion board before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class.</li> </ol>
<b>Formatting Documents:</b>	<p>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.</p>
<b>Exam Policy:</b>	<p><b>Exams and quizzes will be announced online via Canvas as scheduled.</b> Quizzes shall be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).</p>

<p><b>COVID-19 Campus Safety Measures</b></p>	<p>To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&amp;M University has adopted policies and practices for the Spring Semester 2021 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):</p> <ul style="list-style-type: none"> <li>• <b>Self-monitoring</b> - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.</li> <li>• <b>Face Coverings</b> - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.</li> <li>• <b>Physical Distancing</b> - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.</li> <li>• <b>Classroom Ingress/Egress</b> - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and</li> </ul>
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	<p>should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.</p> <ul style="list-style-type: none"> <li>• <b>Face-to-face Class</b> - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day's class remotely for all students.</li> <li>• <b>COVID-19 Guidelines for Student Conduct Adjudication</b> - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines. <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> incident: upon review of Incident Report and finding of responsibility — Conduct Probation</li> <li>○ 2<sup>nd</sup> incident: upon review of Incident Report and finding of responsibility — Suspension</li> <li>○ Consult the Code of Student Conduct in the Student Planner or <a href="#">Student Conduct website</a> for additional information on Conduct Probation and Suspension.</li> </ul> </li> <li>• <b>Personal Illness and Quarantine</b> - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, <a href="mailto:studentconduct@pvamu.edu">studentconduct@pvamu.edu</a>.</li> </ul>
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**University Rules and Procedures:**

<p><b>Disability Statement (See Student Handbook):</b></p>	<p>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.</p>
<p><b>Academic Misconduct (See Student Planner):</b></p>	<p>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 Planner, especially the section on academic misconduct (see <i>University Administrative Guidelines on Academic Integrity</i>). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.</p>
<p><b>Forms of Academic Dishonesty:</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Cheating:</u></b> Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher. <b><u>Anyone caught cheating will receive a failing grade and is therefore advised to drop the class.</u></b></li> <li>2. <b><u>Plagiarism:</u></b> Careless or deliberate use of the work or the ideas of another; representation</li> </ol>
	<p>of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another’s words with quotation marks.</p> <ol style="list-style-type: none"> <li>3. <b><u>Multiple Submission:</u></b> Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.</li> <li>4. <b><u>Conspiracy:</u></b> Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.</li> <li>5. <b><u>Fabrication of Information/Forgery:</u></b> Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.</li> </ol>

<b>Nonacademic Misconduct (See Student Planner):</b>	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.
<b>Sexual Misconduct</b>	Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university’s sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ( <a href="mailto:titleixteam@pvamu.edu">titleixteam@pvamu.edu</a> ) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144. More information can be found at the <a href="#">Title IX Webpage</a> including confidential resources available on campus.
<b>Pregnancy-related, and Parenting Accommodations</b>	Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations.
<b>Non-Discrimination</b>	Prairie View A&M University does not discriminate based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities. The University is committed to supporting students and complying
<b>Statement</b>	with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 936-261-1744 or 1792.



<b>Student Academic Appeals Process</b>	<p>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 following the following:</p> <ol style="list-style-type: none"> <li>1. Within 5 days the student will appeal the grade with the faculty and attempt to resolve the discrepancies.</li> <li>2. After failing to resolve the issues with the faculty, the student within 7days after receiving the faculty response the student can appeal his grade to the Department Chair, who will assemble a review committee and attempt to resolve the issues.</li> <li>3. After receiving a response from the Department Chair the student is it is still not satisfying, he can then in turn submit an appeal to the Dean of the school. The Dean will take all the issues at hand and will decide.</li> <li>4. If the student feels the need to further attempt to resolve their grievance, they can then appeal his grade through the university with the University Policies.</li> </ol> <p>The procedure is listed in the University Catalog and must be done within 5 days after the Dean's response regarding the issues that prompted the initial complaint. Students can file Academic Complaints and/or Grade Appeals after discussion the issues with the faculty then the student can start a review process at the PVAMU WEBSITE.</p>
<b>Student Support and Success:</b>	
<b>John Coleman Library</b>	<p><b>B.</b> The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&amp;M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936- 261-1500; Website: <a href="#">J. B. Coleman Library</a>.</p>
<b>Academic Advising Services</b>	<p>Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the <a href="#">Academic Advising Website</a>, Phone: 936-261-5911.</p>
<b>The University</b>	<p>The University Tutoring Center (UTC) offers free tutoring and academic support to all registered</p>

<b>Tutoring Center</b>	PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support is offered face-to-face in the <a href="#">UTC, in virtual face-to-face sessions</a> , and through <a href="#">online sessions at PVPlace</a> . Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: <a href="mailto:pvtutoring@pvamu.edu">pvtutoring@pvamu.edu</a> ; Website: <a href="#">University Tutoring Center</a> .
<b>Academic Early Alert</b>	Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <a href="#">Academic Early Alert</a>
<b>Student Counseling Services</b>	The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2 <sup>nd</sup> floor; Phone: 936-261-3564; Website: <a href="#">Student Counseling Services</a> .
<b>Office of Testing Services</b>	Testing Services serves to create opportunities by offering suite of exams that aid in the students' academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3 <sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: <a href="mailto:aetesting@pvamu.edu">aetesting@pvamu.edu</a> ; Website: <a href="#">Testing Services</a> .
<b>Office of Diagnostic Testing and Disability Services</b>	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <a href="#">Disability Services</a> .
<b>Center for Instructional Innovation and Technology</b>	Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way

<b>Services (CIITS)</b>	video course delivery. For more details and contact information, visit: <a href="#">CIITS Student Webpage</a> ; Phone: 936-261-3283.
<b>Veteran Affairs</b>	Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <a href="#">Veteran Affairs</a> .
<b>Office for Student Engagement</b>	The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <a href="#">Office for Student Engagement</a> .
<b>Career Services</b>	Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2 <sup>nd</sup> floor; Phone: 936-261-3570; Website: <a href="#">Career Services</a> .

**Technical Considerations for Online and Web-Assist Courses:**

<b>Minimum Hardware and Software Requirements</b>	<p><b>Minimum Recommended Hardware and Software:</b></p> <ul style="list-style-type: none"> <li>• Intel PC or Laptop with Windows 10 or later version; MACs are not advisable</li> <li>• Smartphone or iPad/Tablet with Wi-Fi*</li> <li>• High speed Internet access</li> <li>• 8 GB Memory</li> <li>• Hard drive with 320 GB storage space</li> <li>• 15" monitor, 800x600, color or 16 bit</li> <li>• Sound card w/speakers</li> <li>• Microphone and recording software</li> <li>• Keyboard &amp; mouse</li> <li>• Most current version of Google Chrome, Safari or Firefox</li> </ul> <p>*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.</p> <p><b>Note:</b> Be sure to enable Java &amp; pop-ups in the Web browser preferences</p> <p><b>Participants should have a basic proficiency of the following computer skills:</b></p> <ul style="list-style-type: none"> <li>• Sending and receiving emails</li> </ul>
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	<ul style="list-style-type: none"> <li>• A working knowledge of the Internet</li> <li>• Microsoft Word (or a program convertible to Word)</li> <li>• Acrobat PDF Reader</li> <li>• Windows or Mac OS</li> <li>• Video conferencing software</li> </ul>
<b>Netiquette (online etiquette):</b>	Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm in an email or discussion post and the message might be taken seriously or sound offensive.
<b>Technical Support:</b>	For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email <a href="mailto:ciits@pvamu.edu">ciits@pvamu.edu</a> .
<b>Submission of Assignments</b>	<b>ASSIGNMENTS</b> are due at the start of the class session. No late work will be accepted without proper documentation. <b>Avoid emailing the night before an assignment is due.</b>
<b>Grade and Evaluation</b>	<b>Grades for assignments, submissions and exams will be posted within five (5) business days from the due date.</b> You will be notified if those circumstances change. Responses will usually provide a grade and written feedback as well.  <b>Emails will be responded via email within 24 hours Monday-Friday before 5:00 PM.</b>

**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).

Performance Criteria:	Ability	Understanding	Course Learning Outcomes Competencies (T, R, I)		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T Taught	R Reinforced	I Integrated
<b>REALM A: Critical Thinking and Representation</b>					
A.4 Technical Documentation	<input checked="" type="checkbox"/>				

**15 WEEK CALENDAR**

January 17, 2022,	<b>Jan. 16, MARTIN LUTHER KING DAY (University Closed)</b>	<b>Download AutoCAD and Revit Software by Sunday January 17 at midnight</b>
<b>Week One: Topic 01/17</b>	<b>Introduction, Syllabus Outline: Beginning CAD Commands</b>	
	CAD DRAWING: 2D 1 & 2	
<b>Week Two: Topic 01/ 22,24</b>	<b>Intermediate CAD Commands</b>	
Assignment (s):	CAD DRAWING: 2D 3 & 4	
<b>Week Three: Topic 01/29,31</b>	<b>Additional CAD Commands</b>	

Assignment (s):	CAD DRAWING: 2D 5 & 6
<b>Week Four: Topic 02/5,7</b>	<b>3D CAD Commands &amp; Drawing</b>
Assignment (s):	CAD DRAWING: 3D 1 & 2
<b>Week Five: Topic 02/12,14</b>	<b>3D CAD Modeling; Architectural Job Fair on 14<sup>th</sup> (No Class by Job Fair is mandatory)</b>
Assignment (s):	CAD DRAWING: 3D 3 & 4
<b>Week Six: Topic 02/19,21</b>	<b>CAD Quiz</b> – Multiple choice examination and drawing assignment (February 19 <sup>th</sup> )
Assignment (s):	Wall Section, and Building Component Research; Start Mid-term project preparation
<b>Week Seven: Topic 02/26,28</b>	<b>Mid-Term Project:</b> Continue drawing 2D Wall Section @ stairs & 3D Modeling of Section
Assignment (s):	Continue working on 2D Drawing as well as building 3D Model
<b>Week Eight: Topic 03/4,6</b>	<b>Mid-Term Project:</b> Finalize drawing 2D Wall Section @ Stairs & 3D Modeling of Section
Assignment (s):	<b>Final AutoCAD Mid-Term Project Due Sunday, March 10<sup>th</sup>, by 11:59PM</b>

	<b>MID-TERM EXAM GRADES DUE</b>
<b>March 10 - 17, 2024</b>	<b>SPRING BREAK</b>
<b>Week Ten: Topic 03/18,20</b>	<b>REVIT INTRODUCTION – BUILDING DESIGN 3D</b>
Assignment (s):	Watch - <a href="#">Tutorial Video</a> (113 Minutes)
<b>Week Eleven: Topic 03/25,27</b>	<b>REVIT CONTINUATION – BUILDING DESIGN 3D</b>
Assignment (s):	Watch - <a href="#">Tutorial Video</a> (113 Minutes)
<b>Week Twelve: Topic 04/1,3</b>	<b>BEGIN PROJECT DESIGN</b>
Assignment (s):	DESIGN, SITE PLAN, LANDSCAPE & FLOOR PLAN
<b>Week Thirteen: Topic 04/8,10</b>	<b>CONTINUE PROJECT DESIGN</b>
Assignment (s):	ELEVATIONS, SECTION, & 3D MODELING
<b>Week Fourteen: Topic 04/15,17</b>	<b>CONTINUE PROJECT DESIGN - SketchUp Conversion</b>
Assignment (s):	3D MODELING AND RENDERING
<b>Week Fifteen: 04/22,24</b>	<b>COMPLETE FINAL PROJECT – Final Class Day (April 24<sup>th</sup>, 2024)</b>
<b>FINAL WEEK: 04/29, 05/06</b>	<b>FINAL CAD Project Due (May 3<sup>rd</sup>, 2024, by 11:59PM)</b>
	<b>HAVE A SAFE HAPPY SUMMER!</b>

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 to the instructor 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.

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**STATEMENT OF AGREEMENT**

I have read the Course Syllabus for **ARCH ARCH1315 P01-2420-23820 Spring Semester 2024**, including the Class Lecture and all Event Schedule, and I agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meet the course objectives and to succeeding in this educational undertaking.

- During regular class periods I will dress and behave appropriately. **Initials** \_\_\_\_\_
- Hats or caps are not allowed to be worn during class sessions. **Initials** \_\_\_\_\_
- I understand that no food or drink are allowed during class time. **Initials** \_\_\_\_\_
- Class attendance will be monitored through Canvas, paper roster. **Initials** \_\_\_\_\_
- At the end of the semester, if I need to appeal my final semester grade. I will follow and adhere to the university protocols as described in these syllabi. (Page 8). **Initials** \_\_\_\_\_
- Attendance to all job fares must be preapprove. You must also have a current resume and portfolio **Initials** \_\_\_\_\_

\_\_\_\_\_  
Signature-Student

\_\_\_\_\_/\_\_\_\_\_/2024  
Student name (Please print neatly)      Student ID #      Date

\_\_\_\_\_  
Signature-Instructor

\_\_\_\_\_/\_\_\_\_\_/2024  
Instructors name      Date

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