

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Computer-Aided Design</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>DFTG 2380</u>
<b>COURSE TITLE</b>	<u>Cooperative Education-Drafting and</u> <u>Design Technology/Technician,</u> <u>General I</u>
<b>COURSE HOURS</b>	<u>3                      1                      :</u> <u>20</u> <b>Credits                      Lec                      Lab</b>

### I. Catalog Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Prerequisite: DFTG 1309. (1:20).**

### II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Unit I. Course Organization**
  - 1. Organize individual class forms.
  - 2. Identify class procedures and responsibilities.
- B. Unit II. Training Plans**
  - Generate training plans in conjunction with employer.
- C. Unit III. Seeking Employment**
  - 1. Write key elements of job hunting.
  - 2. Write key elements of a good job interview.
  - 3. Write a good personal resume.
- D. Unit IV. Industry Survey**
  - Discuss survey results of job availability in area and vicinity.
- E. Unit V. Student Reports**
  - 1. Conduct a presentation and discussion on the role employee attitude plays in successful employment.
  - 2. Discuss the characteristics of a cross section of the jobs held by students in the class.
  - 3. Discuss problems related to work and propose possible solutions.
- F. Unit VI. Job Site**
  - 1. Work successfully on a job, which is related to his/her major field, for a minimum of 320 hours this semester.

2. Perform duties which will supplement his/her classroom instruction and broaden his/her experience.
3. Perform the objectives listed on a training plan developed with the assistance of the employer and coordinator.
4. Be evaluated by the employer based on the training plan and the training agreement.

### **III. THECB Learning Outcomes (WECM)**

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **IV. Evaluation**

- A. Challenge Exam  
There is no challenge exam available for this course.
- B. Pre-Assessment  
The student must request permission to enroll in the cooperative course. The instructor will check the student's record during his/her first year in the department. Admission to the class will be based on his/her classroom performance and on whether the student is working when admitted. The training plan will be developed around the student's interest, the job description, and the student's academic record by consensus between the employer, the student, and the instructor.
- C. Post-assessment
  1. The instructor will maintain a continuous record of each student's progress.
  2. Students should be evaluated periodically throughout the semester.
  3. The instructor will determine the weight of each graded assignment.
  4. Instructors may require drawing assignments, quizzes, practical/written drawing exams, and formal exams.
- D. Grading Scale
  - A = 92.5 - 100
  - B = 85.0 - 92.4
  - C = 75.0 - 84.9
  - D = 65.0 - 74.9
  - F = below 65
  - I = Incomplete
  - W = Withdrew or Withdrawn

For grade percentage of individual assignments and exams refer to the Syllabus - Instructor's Course Requirements.

### **V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

## **VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

## **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.