

**CRN 33433**

**Summer 2017**

**Course Syllabus for BCN1272, CONSTRUCTION BLUEPRINT READING,**

**Catalog Course Description:**

BCN 1272 CONSTRUCTION BLUEPRINT READING is design to provide the student with various types of drawings and documents used in construction industry. The course includes such topics as terminology, abbreviations, symbols, notations, scales and dimensions, meaning of lines, drawing history, technical and orthographic projection, types of construction and trade information. In addition, you will be utilizing the computer and/or calculator to assist with research and calculations.

**Class Time and Location:** Online – The class will be set up as if the meeting date is on a Monday.

**Textbook(s):** Print Reading for Construction by Walter C. Brown; available from V.C. bookstore.

**Instructor Information:**

- Name:** Sandra Bowling
- Office:** Building 9, Room 223; Mailbox in 9-140F; Mail Code 4-41
- Phone:** (407) 582-1302
- Email:** [sbowling6@valenciacollege.edu](mailto:sbowling6@valenciacollege.edu)
- Office Hours:** Specific hours posted on office door. Appointments may be made at mutually convenient times.
- Virtual Hours:** Contact me via Blackboard/ Email

**Instructional**

**Methods:** Knowledge of BlackBoard is necessary to be successful in this course; if you need assistance, please contact me.

**Student Performance Assessment:**

**Grading Evaluation:** Your final average will be valued according to the following grading scale:

Course Breakdown:	Grading Scale:
40% - Homework and Discussions	90 - 100 % = A
20% - Activities	80 - 89.9 % = B
20% - Test 1 and Final	70 - 79.9 % = C
30% - Project A and/or B ; Project C and/or D	66 - 69.9 % = D
100% - Total	0 - 59.9 % = F

**Important Dates:**

**Summer Term:** Classes begin May 08. Drop/Refund Deadline 11:59 p.m May 15. No Show reporting period May 16-25. **Withdrawal deadline for W grade is 11:59 p.m. July 07.** See final exam schedule at <http://valenciacollege.edu/calendar/FinalExam.cfm> for exam date and time.

**Homework, Activities and Discussions**

The homework, activities and discussions assignments are designed to strengthen your understanding of the material and prepare you for the chapter tests and final exam. **Homework, Activities and Discussions** accounts for a large portion of your grade and it is expected that you will complete all assignments on time.

**Discussions**

Discussions have been created and placed in Modules 1, 2, 5, 8 and 11. These discussions are designed to strengthen

your understanding of the material. Please be sure to review submission due dates listed for each discussion. If a post is not substantive (example: posting “I agree” does not constitute a substantive post), your post will not count towards your total requirement.

## **Learning Community**

The learning community consists of 4 elements: *Professor, Student, Course Content* and the *Class Environment*. As your *professor* I serve to introduce you to the material, give examples and explanations, and serve as a helpful resource in my office hours. It is my job to empower you to become a successful learner. As the *student* you must explore all resources available that are needed to help you be successful. You must realize that the learning is ultimately **your** responsibility through reading the book, attempting homework, asking questions, and using any other tools you feel might individually help you. Whether or not you feel the *course content* is exciting or boring should not govern the amount of time and energy that you put into learning the content. Keeping a positive attitude always helps, and thinking negatively will affect you mentally by making you less motivated. If you are respectful of your fellow students and keep the online classroom as a proper learning environment (without any unnecessary disruptions) then the maximum amount of learning will take place in the environment.

## **Communication**

I will communicate with you via Blackboard email, announcements and discussions. However, I may use your Atlas email account as a means of contacting you. It is your responsibility to check and read your Atlas email frequently. I will assume that you check your Atlas email just as you check your mailbox at home, and claiming that “Atlas was down” will not be considered a legitimate excuse when ample time (at least 24 hours) is given to check your mail. If there is a problem with your Atlas account, it is your responsibility to contact Atlas support and get the problem fixed. Please do not forward Atlas email.

## **What I Expect From You**

- Active engagement in all course activities, readings, assignments, and discussions on a weekly basis.
- Work turned in on time.
- Substantive feedback to your peers.
- Observing rules of netiquette.
- Complete the online course evaluation.

## **What You Can Expect From Me**

- Prompt responses to your questions and emails within Blackboard, typically within 48 hours.
- Daily monitoring of our course in Blackboard.
- Thoughtful discussion facilitation, although I may limit my involvement so you spend more time in discussion with peers.
- Prompt action on technical problems within my control such as broken links, homework due dates, discussion settings, etc.
- Respect for your ideas and opinions.

## **Online Course Policies**

- This is an online course. All of your learning takes place when you read the text, ask questions, work on the homework, and discuss the assignments in the discussion boards.
- Although we may never meet in person, you are still expected to do the same amount of work as a class that meets six and a half hours per week. It is your responsibility to make time to do the work.
- You must log into Blackboard regularly.

- If you have computer or Internet access issues, you'll have to find a solution. No extensions are given due to technical issues. Plan accordingly.
- Be sure to back up all of your work. No extensions will be given to students who fail to do so.
- All homework must be submitted via Blackboard. No exceptions.
- All worked submitted after the deadline will receive a grade of zero.
- It is your responsibility to make sure your computer can properly access Blackboard.
- It is your responsibility to start the assignments with enough time to allow for technical difficulties and the need for assistance.
- You are expected to be courteous and respectful of your classmates in the discussion board.
- Print a copy of this syllabus and read it often. The policies don't change over time.
- If you have a question, send a message via Blackboard or Atlas email.
- Set aside time to do your homework.
- EXPECT technical problems and plan accordingly.

### **Technical Support**

Other than course settings, I have no more access to Blackboard as an administrator than you do. The number for the help desk is 407-582-5444. There is also a link on the Blackboard login page for live online technical support 24/7.

### **Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523). The needs of students with appropriate documentation will always be supported in class.

### *Academic Honesty and Conduct*

**Each student is expected to behave appropriately in this online class. Students are expected to be courteous and honest at all times. Students may consult each other on assignments, but any work you turn in must be your own. Any students caught cheating on homework (turning in identical assignments) will receive a grade of zero on that assignment. In addition, a course grade of "F" may be assigned at the instructor's discretion. Any student who disrupts the course with inappropriate language or behavior in the online environment as determined by the instructor may receive a grade of "F" in the course as well.**

### Student Assessment of Instruction

**The online evaluation of instruction form is available online towards the end of the semester. On a completely anonymous basis, you are invited to complete the online evaluation. You will receive an Atlas email about this when the evaluation becomes available. Your feedback is greatly appreciated.**

**DISCLAIMER: Changes to this syllabus may be made at any time by announcement of the professor.**

Tips from Valencia Faculty (excerpted from the Student Handbook)

**Let's face it – faculty were successful students – that's how they were able to complete college and graduate school! Here are some tips from Valencia faculty who know what it takes to make it:**

**1. Read and understand the course syllabus. It will tell you what the professor expects, what her/his priorities are for your learning, and what/when assignments are due.**

2. Build a master calendar **with all your work and school obligations, including time for studying and homework. This will help you see in advance and plan for two assignments due in one day, for example. It will help you be proactive rather than reactive in approaching your academic assignments.**
3. Do all assignments on schedule. **Falling behind is self-perpetuating, and coming to class unprepared makes you feel less able to understand new material and ask meaningful questions.**
4. Communicate with your professor. **Touch base for guidance with assignments, discuss any difficulties you are having, or talk about your career and educational goals. If we don't know about it, we can't help you!**
5. Investigate student support services. **Tutoring, computer labs, writing and language labs, advising and counseling services, library resources, a career center – all are available free of charge. Use them early and often to strengthen your work and hence, your grades!**
6. Don't drop a course without first talking to your professor and/or an advisor. **There may be solutions to your difficulties that you do not see on your own, or consequences to dropping a course that you do not know.**
7. Set reasonable academic and personal goals each semester. **A major difference between students who do well and who don't is that students who succeed have clearly defined, reasonable goals.**
8. Accept personal responsibility for your academic progress. **Successful students tend to be realistic and recognize that their success or failure is primarily determined by their own efforts. Students who are not successful often blame outside forces (professors, work, family) for their lack of progress.**

Success is a choice. Your choice

**Withdrawal:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates below for the Withdrawal Deadline for your part of term** A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, <http://valenciacollege.edu/generalcounsel/policy/>

## Module Schedule

Date	Section	Unit	Discussions	Homework
5/8 Module 1	Section 1 – Introduction to Print Reading	Unit 1: Construction Drawing Organization Unit 2: Construction Math and Applications	Construction Drawing Organization Discussion Assigned 5/8 Due 5/9 - Initial posting Due 5/11 - Two questions that you ask Due 5/13- Two questions that you answer	BCN1272- Unit1 and Unit 2 Due: 5/15
5/15 Module 2	Section 1 – Introduction to Print Reading Section 2 – Print Reading Basics	Unit 3: Reading Measuring Tools & Using Scales Unit 4: Lines and Symbols Unit 5: Fundamental Drawing Practices	Lines and Symbols Discussion Assigned 5/15 Due 5/16 - Initial posting Due 5/18 - Two questions that you ask Due 5/20- Two questions that you answer	BCN1272-Unit 3, Unit 4 and Unit 5 Due: 5/22
5/22 Module 3	Section 3 – Specifications and Materials	Unit 6: Specifications and Building Codes Unit 7: Construction Materials – Types and Uses		BCN1272- Unit 6 and Unit 7 Due: 5/29
5/29 Module 4	Section 4 – Reading Prints	Unit 8: Site Plans Unit 9: Architectural Drawings	Activity 8-1 & 8-2 Activity 9-1 & 9-2 Due: 6/5	BCN172- Unit 8 and Unit 9 Due: 6/5
	Test 1			
6/5 Module 5	Videos	Be Your Own Contractor - Training 1 and 2	Be Your Own Contractor - Training 1 and 2 Discussion Assigned 6/5 Due 6/6 - Initial posting Due 6/8 - Two questions that you ask Due 6/10- Two questions that you answer	
6/12 Module 6	Section 4 – Reading Prints	Unit 10: Foundation Prints Unit 11: Structural Prints	Activity 10-1 & 10-2 Activity 11-1 Due 6/19	BCN172- Unit 10 and Unit 11 Due: 6/19
6/19 Module 7	Section 4 – Reading Prints	Unit 12: Residential Framing Prints Unit 13: Plumbing Prints	Activity 12-1 & 12-2 Activity 13-1 & 13-2 Due 6/26	BCN172- Unit 12 and Unit 13 Due: 6/26
6/26 Module 8	Videos	Be Your Own Contractor - Training 3	Be Your Own Contractor - Training 3 Discussion Assigned 6/26 Due 6/27 - Initial posting Due 6/29 - Two questions that you ask Due 7/1- Two questions that you answer	
	Section 4 – Reading Prints	Unit 14: HVAC Prints Unit 15: Electrical Prints	Activity 14-1 & 14-2 Activity 15-1 & 15-2 Due: 7/3	BCN172- Unit 14 and Unit 15 Due: 7/3
7/3/2017 Module 9	Videos	Be Your Own Contractor - Training 4	Be Your Own Contractor - Training 4 Discussion Assigned 7/3 Due 7/4 - Initial posting Due 7/6 - Two questions that you ask Due 7/8- Two questions that you answer	
	Section 4 – Reading Prints Section 5 – Estimating	Unit 16: Welding Prints Unit 17: Estimating Construction Costs	Activity 16-1 Due: 7/10	BCN172- Unit 16 and Unit 17 Due: 7/10
7/10 Module 10	Section 6 – Advanced Print Projects	Advance Project A – Mercedes Pointe Residence	Activity A-1, A-2, A-3, A-4, A-5 & A-6 Due: 7/17	
7/17 Module 11	Section 6 – Advanced Print Projects	Advance Project B – The North Hose Residence	Activity B-1, B-2, B-3, B-4 & B-5 Activity Due: 7/24	
7/24 Module 12	Final			

## Student Core Competencies

The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: THINK, VALUE, COMMUNICATE, ACT. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. Use the descriptions and examples of academic work for each to measure your own learning outcomes. Samples of the academic work are great additions to your Learning Portfolio. For further information on student core competencies please go to [www.valenciacollege.edu/competencies](http://www.valenciacollege.edu/competencies)

### Valencia College Core Competencies

*“The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:*

THINK = Think clearly, critically, creatively; analyze, synthesize, integrate and evaluate in many domains of human inquiry.

- a) you will analyze data and scientific principles as they pertain to survey applications
- b) you will employ facts, formulas and procedures in lecture and in field exercise groups
- c) you will discover and understand how surveying is important in various fields and in disciplines other than in engineering and surveying.
- d) you will be able to draw well supported conclusions about the importance of survey in your daily life and in your career
- e) you will be able to revise conclusions in light of new observations and interpretations

VALUE = Make reasoned judgments and responsible commitments.

- a) you will be able to compare personal, ethical, and scientific values in the fields of geomatics.
- b) you will be able to see the value of the time commitment needed to succeed in geomatic fields.

COMMUNICATE = Communicate with different audiences using varied means.

- a) you will be able to practice written communication skills
- b) you will be able to verbally communicate to fellow students and teachers using professional, scientific language during lectures and labs

ACT = Act purposefully, effectively and responsibly.

- a) you will be able to manage your time and activities to achieve your academic goals
- b) you will meet deadlines
- c) you will apply the knowledge you learn to your career goals

### Expected Student Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current

**Students with disabilities** who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

#### Academic Honesty Statement

*“Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states ‘group project.’”*

***Any student discovered to be cheating on an exam will receive an F for that exam.***

*No VC property may be removed from the lab.*

#### Classroom Rules of Student Behavior

College policy prohibits children from attending lectures or labs; please, do not violate this policy.

**Proper classroom etiquette** is required for you to attend this class; please do not create distractions while the professor is lecturing. More than one warning for improper classroom behavior, following a referral to the academic dean or the calling of security, will be grounds to be dropped from the course without a refund.

#### Additional Classroom Policies

Under no circumstances will your test scores, total points or final grades be discussed on the telephone. FERPA rights to privacy prevent the divulging of scores or related materials by that means. Scores will only be given face-to-face with each student or by accessing your Atlas account.

#### Baycare Behavioral Health’s Student Assistance Program

*“Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the **Baycare Behavioral Health’s confidential student assistance program** phone counseling services by calling **(800) 878-5470**. Three free confidential face-to-face counseling sessions are also available to students.”*

#### Students with Disabilities Information:

*“Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.”*

*West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326*

#### College Catalog/Student Handbook/Policy Manual

- A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>

- The Student Handbook can be found at:  
<http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
- The Policy Manual can be found at <http://www.valenciacollege.edu/generalcounsel/>
- The college calendar can be found at <http://valenciacollege.edu/calendar/> for important dates.

#### Support Services

- Valencia College offers a variety of SkillShops: short seminars covering a variety of topics which deal with student success, goals and purpose. To check out Valencia's Skillshop offerings, go to:  
<http://valenciacollege.edu/studentervices/skillshops.cfm>



Study tips:

*“LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes.*

***Spend 1-2 hour blocks of time EVERY DAY** actively writing or discussing concepts to make them a part of your memory.*

*Use the words you learn often, they will sink in better☺.*

*Here are some study and classroom management tips that have assisted former students:*

- *Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.*
- *REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.*
- *Create flash cards with questions you make up from the lecture and lab with answers on the back.*
- *Use mnemonic devises and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.*
- *Make lists of confusing topics from your studying and ask questions.*
- *Take advantage of the professor's office hours.*
- *JOIN A STUDY GROUP and predict what questions the professor could ask on the test. Get the telephone number of one or more buddies in case you are absent from a class.*