

CRN 27126

Spring 2017

Course Syllabus for SUR 2460 Subdivisions

Course Description: *From the Valencia Catalog:*

Prerequisite: [SUR 2202C](#) Recommended: [ETC 2521](#) - Residential Subdivision Design and Construction, Introduction to residential subdivision process; site selection and analysis; subdivision infrastructure design and construction; management of the construction phase. Plat construction from tract description to final record plat; plat drafting; necessary computations; lettering meaning of legal parts; current plat laws and regulations. (Special Fee: \$). 3 credits/ 4 contact hours.

Class Meetings: Room 9-207, 9:00AM – 12:00 PM, Saturday morning, . HYBRID.
 Additional information available on BlackBoard (web)

Text: [Dewberry, 2008. "Land Development Handbook: Planning, Engineering, and Surveying." 3rd ed. Sidney O. Dewberry – Editor-in-Chief, Lisa N. Rauenzahn – Coordinating Editor. McGraw-Hill, New York. ISBN 978-0-07-149437-5](#)

Instructor Information:

Name: Sandra Bowling
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Office Hours: Specific hours posted on office door. Appointments may be made at mutually convenient times.

Instructional

Methods: Knowledge of BlackBoard is necessary to be successful in this course; if you need assistance, please contact me. This course is a combined lecture and lab course; individual, as well as group work, is required.

Student Performance Assessment:

Subdivision Project:

Each student will develop a subdivision with a complete set of construction drawings for a residential development. A project report and oral presentation will be required.

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

Course Breakdown:	Grading Scale:
30% - Test 1 and Final Exam	90 - 100 % = A
40% - Homework	80 - 89.9 % = B
60 % - Civil 3D – Video Assignments (Tutorials and Project) Project Construction Plans, Report and Presentation	70 - 79.9 % = C
100% - Total	66 - 69.9 % = D
	0 - 59.9 % = F

Course Learning Outcomes:

This lecture/field exercise course is designed for Civil/Surveying Engineering Tech. and Drafting and Design Tech majors.

The major learning outcomes for this class include:

1. Property Description Block-and-Lots System, Subdivision of Public Lands, Subdivision Regulations and Plat Laws, Plat Drafting with Latest Computer Software and Registration of Title
2. Acquire and understanding of the scope of and nature of the residential land development process.
3. Familiarize the student with the design and construction aspects of residential land development.
4. Each student will become familiar with:
 - o The engineering/design calculations associated with each of the phases of residential land development.
 - o The applicable regional and local ordinance requirements governing the subdivision process,
 - o The use of AutoCAD Civil 3D as a method of generating the drawing set.
5. Each student will produce:
 - o A Partial set of Cad generated design drawings for a residential subdivision
 - o A written project narrative describing the project
 - o An oral presentation

Class Room Policies, Absences and Make -up Work:

Special Rules: Use of cell phones or laptops is not allowed once class has started. NO CELL PHONES OUT DURING A TEST. If cellphone is out during the test, you will have your test taken away and you will receive a zero on the test. Once a test is started, you will not be allowed to leave the room until the test is completed; else you will forfeit your test at that time.

Disclaimer: The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, BlackBoard, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.”

Important Dates:

Spring Term: Classes begin January 9. Drop/Refund Deadline 11:59 p.m January 17. No Show reporting period January 18-27. **Withdrawal deadline for W grade is 11:59 p.m. March 31.** See final exam schedule at <http://valenciacollege.edu/calendar/FinalExam.cfm> for exam date and time.

Credit Classes Do Not Meet: Jan 16, Feb 10 and March 13-19

Class Schedule

Date	Topic	Assignments
1/14 Module 1 Online - BlackBoard	Video Lecutre: Introduction to Subdivision Overview of Land Development Comprehensive Plan, Zoning Subdivision Regulations	Dewberry – Chapter 1, 5, 7, 8 HW 1 - Land Development HW 2 - Report Map – Orange County Interactive Map Due – 1/21
1/21 Module 2 In Class – F2F	Development Patterns and Principles Boundary Survey for Land Development Environmental and Natural Resources Floodplain Studies	Dewberry – Chapter 11, 13, 15, 18 HW 3 - Land Development Due -1/28
1/28 Module 3 Online - Blackboard	Video Lecture: Explanation of Subdivision Plans	<u>HW 4 – Construction Plan</u> Civil 3D Tutorial Part 1 Videos 1, 2, and 3, Civil 3D Tutorial Part 2 4 and 5 Due – 2/4
2/4 Module 4 In Class – F2F	Start Subdivision Project Videos - Background data Land Development Code – Density – Site /Data, Design requirements – Storm and Roadway Design, Existing Site Conditions – Elevation, Wetlands, Ponds, Utilities	Civil 3D Project Videos Phase 1 Due – 2/11
2/11 Module 5 Online - Blackboard	Video Lecture: Preliminary Engineering and Hydrologic Analysis Street Design	Dewberry – Chapter 19, 20 Civil 3D Tutorial Part 3 Videos 6,7,8 and 9 Civil 3D Tutorial Part 4 Videos 10. 11, 12 and 13 Due – 2/18
2/18 Module 6 In Class – F2F	Subdivision Design Development Layout of Project Site Roadway (Plan and Profiles), Parcels Grading	Test 1 – Due – 2/18 Civil 3D - Cover Sheet DWG Civil 3D Project Videos Phase 2 Due 2/25
2/25 Module 7 Online - Blackboard	Video Lecture: Subdivision Design, Zoning – Site Building Requirments, Municode – Street Crosssection Layout of Road Centerline, Layout of Lots, Grading and Plat Law	Subdivision Design – HW 5 - Site Design Based on the LDC Civil 3D Tutorial Part 5 Videos 15 and16 HW 6 - Plat Law – Florida Statutes Chapter 177 Due - 3/4
3/4 Module 8 In Class - F2F	Storm Drainage Design Stormwater Management Design Grading and Earthwork Utilities – Wastewater and Water Erosion Control Plan Submission, Review and Approval	Dewberry – Chapter 21, 22, 23, 24, 25, 27, 30
3/11 Module 9 Online – Blackboard	Storm Water Management – Design Site Plan Legal Description Grading Construction Plan Sheet Setup	Civil 3D Project Videos Phase 3 Civil 3D Project Videos Phase 4 Due – 3/25
3/18	<i>Spring Break</i>	

3/25 Module 10 In Class – F2F	Final Design Project Part 1 Due - 4/1
4/1 Module 11 Online - Blackboard	Final Design Project Part 2 Due – 4/8
4/8 Module 12 In Class - F2F	Final Design Project Part 3 Due – 4/15
4/15 Module 13 Online - Blackboard	Final Design Project Part 4 Due 4/22
4/22 Module 14 In Class - F2F	Final Exam
4/29 Module 15 Online - Blackboard	Final Project Design Due 4/29

No-Show Procedure:

Any student who does not attend class **prior to the start of the no-show reporting period for the part of term of this course** will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

Classroom Policies Attendance:

Classroom attendance and punctuality is vital to academic success. If you miss a class, you need to contact a classmate to get the notes you missed. Students who do not maintain regular attendance will be withdrawn by the professor, unless other arrangements have been made with the professor. Missing the equivalent of more than 3 weeks of classes for any reason, other **than absences excused in accordance with Valencia’s policies, is excessive and a basis for withdrawal. Being 15 minutes late for class or leaving prior to the end of class will count as an absence.** It is the responsibility of the student to find out what was covered if you miss class.

Make-up Policy:

Assignments, quizzes and exams will be allowed in cases of documented student emergencies and will be graded with a lower percentage every week that passes and is overdue (-10% weekly). For student emergencies, it is the student’s responsibility to contact the instructor and provide documentation within one week unless special arrangements have been made previously.

See attached for Class Schedule and assignments

Withdrawal Deadline and Policy

Your syllabus is required to include a Withdrawal policy per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals).

“A student who withdraws from class before the **withdrawal deadline of March 31** will receive a grade of “W.” A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary

circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”

The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.”

Note: Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications which the student must know about to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

In order to academically maintain financial aid, students must meet all of the following requirements:

- Complete 67% of all classes attempted, and
- Maintain a Valencia GPA of 2.0 or higher, and
- Maintain an overall GPA of 2.0 or higher, and
- Complete degree within the 150% timeframe

Detailed information about maintaining satisfactory academic progress (SAP) can be found at:

http://valenciacollege.edu/financialaid/satisfactory_progress.cfm

For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0

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:

1. **Think** - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. **Value** - make reasoned judgments and responsible commitments
3. **Communicate** - communicate with different audiences using varied means
4. **Act** - act purposefully, effectively and responsibly.

ADDITIONAL CLASSROOM INFORMATION

Security Statement

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.

Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours

number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

Faculty/Student Communication

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

Academic Honesty Statement

You must address the specific ways you will handle each type of infraction in your classes, such as a deduction of points, grade of F, referral to the Dean of Students, etc.

- Advise students on the syllabus that any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.
- Give specific penalties for plagiarism and cheating.
- Employ some version of this sample clause:
"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.'"

Classroom Rules of Student Behavior

The primary responsibility for managing the classroom environment rests with you, and you will find the Student Code of Conduct in the current Valencia Student Handbook:

<http://valenciacollege.edu/studentdev/CampusInformationServices/> Disciplinary action could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.

- Specifically state what the consequences are for various student behavioral issues in your class (for example, when an issue would go to the dean).
- State also that you will direct any student who engages in any prohibited or unlawful acts that result in the disruption of a class to leave the class.
- Alert students that violations of any classroom or Valencia rules may lead to disciplinary actions up to and including expulsion from Valencia.

No Food or Drink in the Lecture or Lab Rooms

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."

College Catalog/Student Handbook/Policy Manual

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

Tutoring services are available in bldg. 7-240 (extension 1633)

Smarthinking (smarthinking.com) is an online on-demand student support site

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>

Weather Emergencies

In the case of weather emergencies, you can find out about school closings by signing up to update your information for Valencia Alerts.

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 devices 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.