



A&E CAD Department Austin Community College

Course Syllabus for:

**DFTG 1491
SPECIAL TOPICS IN DRAFTING-PORTFOLIO**

Instructor: Douglas W. Smith

Phone: (512) 223-4853

Email: douglas@austincc.edu

Office: Northridge Campus-Room 3229

Office Hours:

Course Description:

A laboratory course in which the student selects and develops an advanced course of study under the direction of the professor in the specific area of employment the student is seeking. Particular attention is given to the development of a portfolio suitable for job hunting in the A&E CAD field. May be taken twice for credit when topics vary.

Text: AutoCAD R2009 (or latest release) Student Edition Software is optional.

Tools/Materials: Portfolio case (Itoya Art Profolio 11 X 17-available at Miller Blueprint) or ring binder

Prerequisites: Upper level A&E CAD department standing or department approval.

Course Objectives:

Guides students through the process of creating a professional quality A&E CAD portfolio and resume. Job hunting techniques and interviewing skills and strategies are also discussed and presented.

Course Outcomes: At the completion of this course, the student will have demonstrated the ability to:

- A. Prepare a resume, references, and professional-quality portfolio suitable for seeking employment in the field of technical drawing and CAD.
- B. Apply job hunting strategies and interviewing skills required of a job search in the A&E CAD field.

Grade Determination:

“C” Option- produce a **professional quality portfolio** (as judged by the professor-containing a minimum of 25 drawings) of A&E CAD work suitable for seeking employment in the technical drawing field.

“B” Option-Complete “C” work and produce a **professional quality resume and references** suitable for seeking employment in the A&E CAD field.

“A” Option-Complete “C” and “B” work and a complete the extra interviewing option describe in the student guide.

Incomplete Grades: The grade of "I" (for Incomplete) may be given by an instructor for a course in which a student was unable to complete all of the objectives for the passing grade. A grade of "I" cannot be carried beyond the established date in the following semester or session. The completion date is determined by the instructor, but may not be later than two weeks prior to the end of the semester. The Task Force Chair will approve a change from "I" to a performance grade (A ,B, C, D, F) for the course prior to or at the deadline. Consideration should be given to course load and job and family obligations when carrying an "I" grade into a new semester for completion. Grades of "I" that are not resolved by the deadline will automatically be converted to a grade of "F." In extreme cases, permission may be granted to carry an "I" grade for longer than the following semester or session deadline; this must have the approval of the Dean.

Course Contract:

The majority of the course is self-paced; students will plan their own course of study and submit it to the professor for approval. **AFTER** this plan is approved, the student will prepare a **COURSE CONTRACT** (see attachment) which will be signed by both the student and the professor. The contract is due on the date assigned by the instructor.

The contract should include the following:

1. A detailed list of the work to be performed;
2. The date the work will be completed by;
3. Places for signatures of both student and instructor.

It is the **STUDENT'S RESPONSIBILITY** to keep the professor apprised of his/her progress. Students are expected to keep in weekly contact with the professor via phone, email, fax, during professor's office hours, or through appointments. Course contracts are renegotiable (with the approval of both parties), however the finished work must be submitted by the last day specified by the professor (all work must be submitted by the deadline assigned by the instructor).

Students will receive computer log-in codes at the orientation.

Meeting Schedule (may vary by semester):

Orientation Meeting: _____

Midterm Review of Resume and proposed Portfolio work: _____

Final Faculty Review/Approval of Portfolio _____