

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Chair, the Dean of the School of Business and Industry, and lastly the Vice president for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

CALENDER or SCHEDULE:

Week:

- 1 Early and present use of working drawings
- 2 – 3 Types of plans and drawings
- 4 – 6 Symbols, abbreviations and terms
- 7 - 9 Reading scales, dimensions and construction mathematics
- 10 - 11 Pencil sketching
- 12 – 14 Specifications
- 15 – 16 HVAC, plumbing, electrical, and framing plans

Instructional drawings not provided in text will be provided by the instructor.
Schedule subject to change if warranted.