

## **SYLLABUS: LAYOUT PROCEDURES FOR METALS (WD4.245)**

Instructor: Russ Burchard

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Phone Number: email is the best way to get in touch with me

### **Required items**

Tool kit from Campus Store

### **Before the first day of class**

- Get your tool kit from the bookstore.
- Watch all the videos that are linked in the first drawing assignment. (Videos #1 through #7 on [my YouTube channel](#).) There are 7 videos, but they're about 2 minutes each - so it's only about 15 minutes total. These videos show the basic techniques that the whole class is based on.

### **Grading**

- The class work consists of a series of drawings. You'll turn them in to me during class.
- Each drawing has instructions here on Moodle. The instructions were written for an online version of the class. Ignore the parts that talk about submitting photos of your drawings on Moodle.
- There are also instructional videos on my YouTube channel about various aspects of drawing technique. Use these!
- For each drawing, I will either give you full credit or ask you to redo parts of it that aren't done well enough. This is a technical drawing class, so precision and neatness are important.
- Your grade will be based on the number of drawings you complete at an acceptable level of quality.
- You may work ahead and do drawings from future weeks.
- There are no tests for the class and no final exam.

### **Academic Integrity and Honesty**

I assume that you are ethical and honest. However, if there is an incident of academic dishonesty (cheating), you will receive a score of zero for that assignment and the incident will be reported to the college administration for possible further disciplinary action. At my discretion, you may also receive a grade of F for the course. Please read LBCC's statement on academic integrity [here](#).

### **Standards of Conduct**

LBCC has a Student Rights, Responsibilities, and Conduct Code. [Click here to see it.](#)

### **Center for Accessibility Resources statement**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

### **Changes to the Syllabus**

I reserve the right to change the contents of this syllabus during the term. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.