

SYLLABUS: LAYOUT PROCEDURES FOR METALS (WD4.245)

Instructor: Russ Burchard

Email: russ.burchard@linnbenton.edu

Required items: Tool kit from Campus Store, or equivalent. See [the class FAQ on my website](#) for directions for ordering the kit.

Special requirement to stay enrolled

In order not to be dropped from the course, you must

- Make email contact with me by Friday, April 10 using your LBCC email account.
AND
- Log in to the class's Moodle page by Friday, April 10.

Grading and how the class will work

1. Each week you will have one or more drawing assignments. You will find those assignments in Moodle.
2. Each assignment will come with some written directions. Some assignments will have video directions - either from me or someone else.
3. You may do your drawings on your own schedule - you don't need to do them at our normal class time.
4. When you're satisfied that you've completed a drawing, you will send me pictures of parts of the drawing. I'll tell you what pictures I want for each drawing.
5. Each week's drawing will be due at the end of the week it's assigned. For example, if the directions for that drawing are given in Week 1 in Moodle (April 6 - April 12), then it is due by April 12.
6. If you have a webcam, we will have some times where you can choose to check in with me on Zoom - a video-conferencing software.
7. **Your grade will be determined by the number of drawings you complete at an acceptable level of quality.** If a drawing is not acceptable, I'll let you know that and you can fix it. There are no tests for the class and no final exam.

Disabilities Services – Email Instructor Week One

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

LBCC Comprehensive Statement of Nondiscrimination

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