

<b>COURSE TITLE BLACKBOARD SITE</b>	ARC 2813 – Electronic Methods 1 Online Spring 2010 – <a href="http://my.ltu.edu">http://my.ltu.edu</a> and select CRN 3552
<b>INSTRUCTOR</b>	Kimberly Lapinski, Associate AIA Adjunct Faculty – Lawrence Tech University Contact Information: Email: <a href="mailto:klapinski@ltu.edu">klapinski@ltu.edu</a> or <a href="mailto:lapinski_15@hotmail.com">lapinski_15@hotmail.com</a> Work Phone: 248.888.1300 Cell Phone: 586.337.3035 Office: A-142 Office Hours: By Appointment
<b>SCHEDULE</b>	LTU Spring Semester Start: January 11 <sup>th</sup> , 2010 LTU Fall Semester End: May 16 <sup>th</sup> , 2010  See <a href="http://ltu.edu/registrars_office/calendar_final_exam.index.asp">http://ltu.edu/registrars_office/calendar_final_exam.index.asp</a> for LTU academic calendar information.
<b>LEVEL/ HOURS PREREQUISITE</b>	3 Credit Hours None
<b>REQUIRED TEXTS</b>  (See Blackboard for additional resources)	Residential Design Using AutoCAD 2009 by Daniel John Stine (Publisher: SDC) (ISBN: 978-1-58503-437-6)  Commercial Design Using Revit Architecture 2009 by Daniel John Stine (Publisher: SDC) (ISBN: 978-1-58503-464-2)  Both are available for online purchase through LTU Bookstore at: <a href="http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489">http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489</a>
<b>ADDITIONAL RESOURCES</b>	LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a>
<b>TECHNICAL SUPPORT</b>	Technical support for using Blackboard is provided by the Helpdesk, 248.204.2330 or <a href="mailto:helpdesk@ltu.edu">helpdesk@ltu.edu</a>

## COURSE SCHEDULE

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

This is a working course schedule meaning that it may change depending on the pace of the course and how well everyone is able to keep up with the material. It will be updated as needed. Details about each Module will be emailed out and posted on Blackboard prior to the start of each week. If at any time you have questions regarding what is assigned, please do not hesitate to contact me.

Dates	Modules	Topics / Readings	Assignments
Prior to Semester Start and Jan 11 – Jan 17	Module 0	View Course Guide Presentation Syllabus Review	Bb Discussion Board
Week of Jan 18 – Jan 24	Module 1	AutoCAD Introduction – Read the Introduction Chapter  AutoCAD Chapter 1 – Read Ch1 of the Textbook	Bb Discussion Board  AutoCAD Ch1 Exercises AutoCAD Ch1 Questions
Week of Jan 25 – Jan 31	Module 2	AutoCAD Chapter 2 – Read Ch2 of the Textbook  AutoCAD Chapter 3 – Read Ch3 of the Textbook	AutoCAD Ch2 Exercises AutoCAD Ch2 Questions  AutoCAD Ch3 Exercises AutoCAD Ch3 Questions
Week of Feb 1 – Feb 7	Module 3	AutoCAD Chapter 4 – Read Ch4 of the Textbook	AutoCAD Ch4 Exercises AutoCAD Ch4 Questions
Week of Feb 8 – Feb 14	Module 4	AutoCAD Chapter 5 – Read Ch5 of the Textbook	AutoCAD Ch5 Exercises AutoCAD Ch5 Questions
Week of Feb 15 – Feb 21	Module 5	AutoCAD Chapter 6 – Read Ch6 of the Textbook  AutoCAD Chapter 7 – Read Ch7 of the Textbook	AutoCAD Ch6 Exercises AutoCAD Ch6 Questions  AutoCAD Ch7 Exercises AutoCAD Ch7 Questions
Week of Feb 22 – Feb 28	Module 6	AutoCAD Chapter 8 – Read Ch8 of the Textbook  AutoCAD Chapter 9 – Read Ch9 of the Textbook	AutoCAD Ch8 Exercises AutoCAD Ch8 Questions  AutoCAD Ch9 Exercises AutoCAD Ch9 Questions

Dates	Modules	Topics / Readings	Assignments
Week of Mar 1 – Mar 7	Module 7	AutoCAD Chapter 10 – Read Ch10 of the Textbook  AutoCAD Mid-Term Exams	AutoCAD Ch10 Exercises AutoCAD Ch10 Questions  Mid-Term Written Exam Mid-Term Practical Exam
Week of Mar 15 – Mar 21	Module 8	Revit Chapter 1 – Read Ch1 of the Textbook  Revit Chapter 2 – Read Ch2 of the Textbook	Revit Ch1 Exercises Revit Ch1 Questions  Revit Ch2 Exercises Revit Ch2 Questions
Week of Mar 22 – Mar 28	Module 9	Revit Chapter 3 – Read Ch3 of the Textbook  Revit Chapter 4 – Read Ch4 of the Textbook	Revit Ch3 Exercises Revit Ch3 Questions  Revit Ch4 Exercises Revit Ch4 Questions
Week of Mar 29 – Apr 4	Module 10	Revit Chapter 5 – Read Ch5 of the Textbook  Revit Chapter 6 – Read Ch6 of the Textbook	Revit Ch5 Exercises Revit Ch5 Questions  Revit Ch6 Exercises Revit Ch6 Questions
Week of Apr 5 – Apr 11	Module 11	Revit Chapter 7 – Read Ch7 of the Textbook	Revit Ch7 Exercises Revit Ch7 Questions
Week of Apr 12 – Apr 18	Module 12	Revit Chapter 8 – Read Ch8 of the Textbook  Revit Chapter 9 – Read Ch9 of the Textbook	Revit Ch8 Exercises Revit Ch8 Questions  Revit Ch9 Exercises Revit Ch9 Questions
Week of Apr 19 – Apr 25	Module 13	Revit Chapter 10 – Read Ch10 of the Textbook  Revit Chapter 11 – Read Ch11 of the Textbook	Revit Ch10 Exercises Revit Ch10 Questions  Revit Ch11 Exercises Revit Ch11 Questions
Week of Apr 26 – May 2	Module 14	Revit Chapter 12 – Read Ch12 of the Textbook	Revit Ch12 Exercises Revit Ch12 Questions

Dates	Modules	Topics / Readings	Assignments
Week of May 3 – May 9	Module 15	Revit Final Exams  Class Recap	Revit Final Written Exam Revit Final Practical Exam  Bb Discussion Board

What I've done is front-load the schedule so that as we approach the end of the semester there is less work to do giving you more time to catch up on things you may have gotten behind on. In addition, for those of you taking studio classes, I have noticed this is always a busy time because of final projects due. Hopefully the way this schedule is laid out it will allow you to keep on schedule with this class even though your other class loads may increased.

### STUDENT EVALUATION

The course has assignments as listed above in the course schedule. Additional instructions and information about each assignment will be emailed to you and posted on Blackboard prior to the start of each week. Your grades will be calculated with the percentage and point system detailed below. Letter grades are awarded based on the total number of points achieved.

Grade Computation Criteria	Point Totals
<b>AutoCAD &amp; Revit Textbook Work</b> Textbook Work @ 35%	35 Points
<b>AutoCAD &amp; Revit Chapter Questions</b> Questions @ 15%	15 Points
<b>Mid-Term Exam (Practical &amp; Written)</b> AutoCAD Practical Exam @ 15% AutoCAD Written Exam @ 5%	15 Points 5 Points
<b>Final Exam (Practical &amp; Written)</b> Revit Practical Exam @ 15% Revit Written Exam @ 5%	15 Points 5 Points
<b>Participation Requirements</b> Online Participation @ 10%	10 Points
<b>Total Possible Points</b>	<b>100 Points</b>

Class Points	Letter Grade
93 and above	A
90 to 92	A-
87 to 89	B+
83 to 86	B
80 to 82	B-
77 to 79	C+
73 to 76	C
70 to 72	C-
67 to 69	D+
63 to 66	D
60 to 62	D-
59 and below	F

## EDUCATIONAL GOALS

An introduction to the use of the computer to graphically generate databases as an aid in planning, management, and design processes related to architecture and presentation. An introduction to system design, project workflow, project organization, integration, networking, and awareness of Geographic Information System (GIS) database technology. Includes application theory and related terminology, with various CAD/BIM systems and analysis programs available to the architect.

## STUDENT LEARNING OBJECTIVES / OUTCOMES

To develop a preliminary functional understanding of basic CAD/BIM technologies and procedures as they relate to the practice of architecture. To provide the students with a real world application understanding of AutoCAD & Revit Architecture that the student can continue to expand and build upon during their matriculation at Lawrence Technological University and then as they enter the profession.

## PREREQUISITE SKILLS

None

## INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

**Blackboard Learning Environment** – Blackboard at my.ltu.edu contains the syllabus, all assignments, narrated mini-lecture videos, written lecture notes, chapter questions, links to Web resources, and discussion forums. You will submit all assignments via Blackboard and are expected to participate in discussion topics as assigned. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

**Student/Instructor Conversations** – Students can keep in touch with the instructor via e-mail, Blackboard resources such as Pronto and Wimba, telephone conference calls, IM conversations, and face-to-face meetings upon request.

**Self-Assessments** – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.

**Required Reading** – Textbook chapters should be read according to the schedule outlined in the syllabus.

## CLASS POLICIES AND EXPECTATIONS

*I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:*

Each student has a LTU email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me so I can store your address in my email directory. The majority of the communication for this online course will be by email so you want to make sure you check your email often!

Readings, discussion forum participation, and assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software and/or the AutoCAD & Revit Architecture 2009 software. If you need to submit an assignment via email for any reason, contact the instructor in advance.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment will be detailed in the weekly Module instruction email as well as posted on Blackboard.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you. At midterm and at the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:

- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
- I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
- I will return all assignments to you promptly, and will include individualized comments and suggestions with each assignment.
- I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
- I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.
- If any of these points need clarification, or when special circumstances arise that require my assistance, please contact me so that we can discuss the matter personally.

## **PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS**

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 14-week semester would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and tests as described in this syllabus.
- You should reserve at least 4 hours per week to read the required textbook chapters and resources, participate in online discussions, and review presentation materials. This effort will total at least 56 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each assignment.

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively.

## **ASSIGNMENT DETAILS**

Please note that you should not submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” or “SafeAssign” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments. Please make sure when submitting assignments that you actually click the submit button and not just the save button.

You will know an assignment was submitted successfully when you see a green box with a check mark appear in that assignment category.

### **Textbook Work**

All chapters will be covered in a sequential order at a rate of approximately two chapters per week. The procedural requirements for completing and submitting textbook work will be stated in the weekly class assignments and on Blackboard. The written criteria will have to be adhered to when submitting work.

### **Chapter Questions**

All chapters will be covered in a sequential order at a rate of approximately two chapters per week. The procedural requirements for completing and submitting chapter questions will be stated in the weekly class assignments and on Blackboard. The written criteria will have to be adhered to when submitting work.

## **Tests, Exams, and Online Participation**

### **AutoCAD Midterm Exam**

The AutoCAD Midterm Exam will be part written and part practical in order to allow the student to show basic mastery of the material covered in the textbook.

### **Revit Final Exam**

The Revit Final Exam will be part written and part practical in order to allow the student to show basic mastery of the material covered in the textbook.

### **Participation Requirements**

Each student is expected to actively participate in online activities. Class participation is evaluated to a maximum of 10 points (10% of your total grade) based on participation in Blackboard discussion forums, responding to questions posted by the instructor, and interacting positively with other students.

### **LATE ASSIGNMENTS**

Points will be deducted for late assignments. The point values deducted vary by assignment but it's typically around 20% of the total possible points. Once an assignment is late, it's late, so whether you turn it in one day late or one month late, it will get deducted the same amount of points.

### **ASSIGNMENT SUBMISSIONS**

I will be using the AutoCAD & Revit Architecture "history" feature to make sure that students are submitting their own work. What this tool allows me to do is view, by student initials and number, who worked on a file and when. If it is found that a student is submitting files worked on or belonging to someone else, that student will be reported to the University and be subject to the consequences deemed appropriate.

### **SYLLABUS ADDENDA**

Please see the LTU Online "Current Students" web site <http://www.ltu.edu/ltuonline/> for comprehensive information about Lawrence Tech's academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included as syllabus requirements.

The LTU Online "Current Students" web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and assignments. Please note that the SafeAssign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the LTU Online web site regarding the use of the SafeAssign product.