ARCH 1308: Architectural Graphics II

COURSE SYLLABUS – Austin Community College

Spring Semester 2022

Course Synonym:

Class Hours:

Professor:

Office Location:

Office Hours:

Office Phone:

Email:

COURSE RATIONALE

ARCH 1308: Architectural Graphics II is offered through the Architectural and Engineering Computer Aided Design Department of Austin Community College. This course is offered to those interested in architectural design generally or as an initial step toward the Associate of Science (AS) in Architecture degree or the Associate of Applied Science (AAS) degree with an Architectural CAD Specialization in Architectural and Engineering Computer Aided Design. This class provides a project-based exploration of architectural design that will aid in the understanding of and participation in the process of architectural design in practice. The course designation ARCH 1308 uses the Texas Common Course Numbering (TCCN) System to facilitate transfer to a Texas public university.

COURSE DESCRIPTION

Continuation of the study, methodology, and production of architectural drawings. Exploration of techniques available for the design process with emphasis on three- dimensional composition both analog and digital. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria.

Semester Credit Hours: 3

Class Contact Hours per week: 5

This course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria:

- A.1 Professional Communication Skills

Ability to write and speak effectively and use representational media appropriate for both within the profession and with the general public.

- A.2 Design Thinking Skills

Ability to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.

- A.4 Architectural Design Skills

Ability to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.

- A.5 Ordering Systems

Ability to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.

PREREQUISITES

Graphics I

IMPORTANT DATES

- First Day of the Semester Monday, January 18, 2022
- Last Day to Withdraw from the Course, April 25, 2022
- Final Day of the Semester, May 15, 2022

INSTRUCTIONAL METHODOLOGY

This course is taught in person at the ACC Highland Campus. Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration. The lecture material will be posted via Blackboard each week on Mondays, beginning in the first week of class. Online lecture material will include the introduction and review of course concepts, and these will be assessed through weekly projects, class assignments, and participation in online project reviews and discussions.

REQUIRED TEXTBOOKS & COURSE MATERIALS

Textbooks:
RECOMMENDED TEXTBOOK: There is no required textbook for this course, but there will be required readings posted on Blackboard

Materials to be purchased by Student:

- Sketchbook (minimum 50 pages, spiral bound, either 8.5”x11” or 9”x12” - Unlined)
- Other project materials as assigned throughout the semester

ACC EMAIL

All College e-mail communication to students will be sent solely to the student’s ACC email account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college-related emergencies using this account. Students should expect to receive email communication from their instructor using this account unless other arrangements have been made. Likewise, students should use their ACC email account when communicating with instructors and staff. Instructions for activating an ACC email account can be found at: http://www.austincc.edu/accmail/index.php.

BLACKBOARD (Bb)

Blackboard will be used for all portions of this course to include but not limited to:

- Instructional Materials including Lecture Videos
- Distribution of handouts, readings and other online lecture materials
- Student submission of assignments, quizzes, tests and activities
- Grading

As instructed by your professor, students are required to access instructional materials via Blackboard on a weekly basis. For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, contact a Learning Lab Technician at any ACC Learning Lab.

STUDENT LEARNING OUTCOMES

Course Level Outcomes - Upon successful completion of this course, students will be able to:

1. Execute the major conventions of architectural representation of pictorial drawings such as axonometric, isometric, and oblique views.
2. Use color effectively in design.
3. Use shade and shadow techniques effectively in design.
4. Create drawings that demonstrate an understanding of design processes.
5. Diagram spatial ideas and clarify design concepts.
6. Produce well-crafted presentation materials that communicate ideas clearly.

PROGRAM-LEVEL STUDENT LEARNING OUTCOMES

Program Level Outcomes (PSLO's) - This course is a required component of the following degree plans: the Associate of Science (AS) in Architecture and the Associate of Applied Science (AAS) – Architectural CAD Specialization.

At the completion of the Associate of Science (AS) degree in Architecture, the student will be able to:

A1. Write and speak effectively and use representational media appropriate for both writing and speaking

within the architectural profession and with the general public (Professional Communication Skills).

A2. Raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards (Design Thinking Skills).

A3. Identify and effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design (Architectural Design Skills)

A4. Identify and apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design (Ordering Systems).

At the completion of the Associate of Applied Science (AAS) degree – Architectural CAD Specialization, the student will be able to:

A1. Operate AEC (Architecture/Engineering/Construction) software including computer aided drafting (CAD), building information modeling (BIM), and 3D modeling applications to plan and prepare construction documents and technical graphics appropriate to the architecture and construction industries.

A2. Utilize various architectural drawing types and determine their appropriate uses in architectural projects to demonstrate knowledge of building systems and familiarity with building codes.

A3. Demonstrate knowledge of architectural concepts of foundational architecture courses as outlined in the 2014 Student Performance Criteria (SPC) established by the National Architectural Accrediting Board (NAAB).

COURSE EVALUATION / GRADING SCHEME

Final grades will be based on class projects, class participation, and daily work assignments which may include the following:

- Weekly Design Exercises
- Drawing & Composition Exercises
- Modeling Exercises
- Peer Project Reviews & Comments
- Computer Exercises
- Final Project
- Class Participation: Attendance is required at small group online classes.

Each assignment will be worth varying point totals depending on the length and weight of the assignment, quiz, exam, or essay. The final grade will be computed from comparing the percentage of total points awarded for submitted assignments and drawings to the total points possible as noted below:

- A = 90 or more of total semester points possible

- B = 80-89%

- C = 70-79%

- D = 60-69%

- F = 59% and below

Policy on Late or Missing Work

Instructors may impose a late penalty on work that is submitted after the assigned due date.

OPEN LABS

A&E CAD Department at the ACC Highland Campus

GRADING POLICIES FOR STUDENTS

ACC Withdrawal Policy

The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.

"It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is November 18th. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

ACC Incomplete Policy

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an "I" (Incomplete) grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.

2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to

complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.

4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.

5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

ACADEMIC INTEGRITY

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources.

Further information is available at https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary process

Sharing a drawing file of a class project with another student or representing another student's drawing file as your own work, is a violation of the A&E CAD department's Scholastic Dishonesty policy. Reproduction, transmission or sharing of A&E CAD Departmental Check Prints in any manner is also a violation of the A&E CAD department's Scholastic Dishonesty policy.

Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course, the assignment being replaced with a different project with a reduced maximum grade, and/or expulsion from the college.

In consultation with the department chair, the instructor may resolve the matter in one or more of the following ways:

- Dismissing the allegation;
- Issuing a written warning that further violations may result in additional penalties;
- Requiring the student to revise or replace the work in which the violation occurred –

including a reduced maximum grade;

- A reduction in the grade on the work in question;
- A failing grade on the work in question;
- A failing grade or other denial of credit in the course;
- Recommending disciplinary sanctions to the Dean of Student Services.

Within 5 (five) business days of the meeting with the student, the instructor shall provide written notification of the resolution to the student, the department chair, the instructional dean, for informational purposes, and to the Dean of Student Services, for possible disciplinary action.

HEALTH & SAFETY PROTOCOLS

All ACC campuses and centers have one entrance for students and employees. The college is limiting facility access to faculty, essential staff, and students who are enrolled in Career and Technical Education courses. Each person is required to take the following steps:

1. **Self-screen for COVID-19 symptoms** using the ACC Health Screening App. There are three

secure ways to use the app — 1) download it on your phone (recommended), 2) download the web

link, or3)

you may use an iPad that is available at the door. It is easy to download and use. Answer a series of quick questions and the app will give you results. Save the results to show at the door upon entry. Get the app here at: https://www.austincc.edu/coronavirus/acc-health-screening-app

2. **ACC ID badges or Student ID cards** will be required for all employees and students upon

entry. Employees and students must display their I.D. at all times.

3. **Temperature checks** will be conducted with a no-touch thermometer. If you have a fever 100

degrees Fahrenheit or greater, you will not be admitted to the building.

4. **ACC Health Screen App** results will be requested at the door. If you are unable to download

the app, an iPad will be provided at the door so that you may answer a series of questions to

determine if you have COVID-19 symptoms which include:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Diarrhea

Fever

Have you come into contact with anyone who tested positive for COVID-19 with 14 days?

If you do not pass the pre-screening, you will receive specific information on healthcare procedures and instructions for what you need to know to be able to return to campus.

5. Facial coverings/masks are required for anyone entering an ACC building. You must wear a facial covering/mask at all times. In private spaces such as an individual office, your facial covering may be removed if you are alone. These guidelines are consistent with guidance from the Centers for Disease

Control and Prevention, which makes clear that facial coverings and social distancing are among the most effective measures for limiting the spread of COVID-19.

TIP—Students should arrive to campus early to ensure enough time to get through the screening line.

On-Campus Protocols

- Wash and sanitize your hands prior to entering a classroom, office, or facility. Hand sanitizing stations, disinfecting wipes, soap, and water are readily available.
- Continue to practice good hygiene by washing your hands frequently for 20 seconds.
- Practice social distancing with all individuals by maintaining at least six feetof separation.
- Follow floor stickers that are placed throughout the campus to help guide social distancing in high traffic areas.
- A maximum of two people at a time will be allowed in elevators.
- Facial coverings/masks must remain on at all times. A facial covering may only be removed as allowed by the course safety plan (i.e., when alone in private spaces such as an individual office).
- For the safety of all who are on-campus, water fountains will be turned off, vending machines will have limited services, all food services will be suspended, and common area furniture will be removed.

Please plan accordingly.

Classroom Protocols

- Schedules are staggered and courses have been divided into smaller sections to minimize contact with individuals.
- Seating for standard classrooms is limited to nine students and one instructor unless the classroom is deemed large enough to handle more by the Safety & Operations Office.
- Faculty will assign seats to students to keep them at a safe distance from one another. It's imperative that students follow seat assignments in order to track any contamination or the possible spread of COVID-19.
- Plexiguards are installed on faculty desks if there is not at least nine-feet between the desk and the first row of students.
- Once inside the classroom, facial coverings must continue to be worn.
- ACC encourages students to wipe down their desks before class begins. Supplies will be provided in each classroom.

Deep Cleaning Protocols

- ACC'sCampus Operations Quality Control staff will regularly and frequently disinfect any and all high touch surfaces such as door knobs, tables, chairs, and restrooms.
- Staff will disinfect classrooms as soon as classes are over.
- Students and employees will be reminded to disinfect personal electronics on a regular basis.
- Hand sanitizer will be available in or near every classroom.
- Sufficient disinfecting supplies are available to maintain hygienic standards throughout the day.
- These disinfectant procedures will occur after each class and at the end of every day.

Illness & Travel Protocols

- If you feel sick, feverish, or unwell, please do not come to campus or office.
- You will need to get tested for COVID-19 and report the results (positive or negative) to ACC's COVID19 Liaison (see below).
- If you become ill in the classroom or inside an ACC facility, you will be asked to go into an isolation room to take the state's online self-assessment.
- Isolation rooms are available on each campus and center with resources and information to helpyou

learn about the next steps and where to go for a COVID-19 test.

- All areas used by anyone who is sick or tests positive for COVID-19 will be immediately closed, waiting for the appropriate period of time before it is thoroughly deep cleaned, disinfected, and deemed safe to reopen.
- If you have been in contact with someone who tested positive for COVID-19 within the last 14 days, you must self-report. ACC's Self-Report form is available online.
- ACC has identified a primary COVID-19 Liaison responsible for communicating and coordinating with

local health departments. Our liaison is Michael Garcia, Executive Director of Regulatory Affairs, semhelpdesk@austincc.edu.

- A training video is available here at: https://www.austincc.edu/coronavirus/health-and-safety- protocols

COLLEGE POLICIES

Campus Operations

To limit the spread of COVID-19, ACC campuses remain closed to all but faculty, essential staff, and students who are enrolled in certain Career and Technical Education courses. Face-to-face classes and services are limited.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic

dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at https://www.austincc.edu/about-acc/academic-integrity-and-disciplinaryprocess

Representing the work of another person as your own work is considered scholastic dishonesty by the A&E CAD department. Academic work submitted by students shall be the result of their own thought, research, or self-expression. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course, the assignment being replaced with a different project with a reduced maximum grade, and/or expulsion from the college.

Reproduction or transmission of A&E CAD Departmental Check Prints in any manner (including photography and scanning) is a violation of the A&E CAD department's Scholastic Dishonesty policy.

Sharing a drawing file of a class project with another student, or representing another's file as your own work, is a violation of the department's Scholastic Dishonesty policy.

In consultation with the department chair, the instructor may resolve the matter in one or more of the following ways:

- Dismissing the allegation;
- Issuing a written warning that further violations may result in additional penalties;
- Requiring the student to revise or replace the work in which the violation occurred –

including a reduced maximum grade;

- A reduction in the grade on the work in question;
- A failing grade on the work in question;
- A failing grade or other denial of credit in the course;
- Recommending disciplinary sanctions to the Dean of Student Services.

Within 5 (five) business days of the meeting with the student, the instructor shall provide written notification of

the resolution to the student, the department chair, the instructional dean, for informational purposes, and to the Dean of Student Services, for possible disciplinary action.

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition, and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. www.austincc.edu/srr

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of sexual harassment, sexual assault, dating violence, and stalking committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of sex- and gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: https://www.austincc.edu/students/counseling .

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Blackboard or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to

follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at http://www.austincc.edu/emergency

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action. In the event of disruption of normal classroom activities due to an emergency or a continuing illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-7999. Please refer to the concealed handgun policy online at http://austincc.edu/campuscarry

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at: https://drive.google.com/file/d/1o55xINAWNvTYgI-fs-JbDyuaMFDNvAjz/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students

should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: http://www.austincc.edu/help/accmail/questions-andanswers

Use of the Testing Center

All testing is currently online. While campuses are closed, exams for courses will be online tests that students can take from home. For more information about online testing at ACC, visit the Online Testing resource page: https://www.austincc.edu/academic-and-career-programs/acconline/testing.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as

providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and

services. Information on these campus services and resources is available at http://www.austincc.edu/students. A comprehensive array of student support services is available online at: https://www.austincc.edu/coronavirus/remote-student-support

Student Accessibility Services

Students with documented disabilities who need academic or other accommodations must request them through the office Student Accessibility Services (SAS). SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled “Notice of Approved Accommodations” from SAS before accommodations will be provided. Accommodations will not be provided retroactively. Arrangements by the instructor for academic accommodations can only be made after he or she receives the “Notice of Approved Accommodations” from the student.

Additional information about Student Accessibility Services is available at

https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here:

https://de.austincc.edu/bbsupport/online-tutoring-request/

Additional tutoring information can be found here:

austincc.edu/onlinetutoring

Library Services

ACC has a full-service library at each of its campuses to support ACC courses and programs and to provide students with research and assignment assistance from expert faculty librarians. ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website and students can use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries also provide an "Ask a Librarian" service, which allows students to reach a librarian 24/7 through online chat "live." Faculty librarians are also available via email and phone seven days a week during hours of operation. Visit:

- Library Website: http://library.austincc.edu
- Ask a Librarian: https://library.austincc.edu/help/ask.php
- Library Hours of Operation by Location: https://library.austincc.edu/loc/
- Email: library@austincc.edu

In partnership with ACC's Student Support Center, ACC Libraries also maintain a limited collection of

textbooks for students (made available by Student Affairs) to borrow. Priority access to the textbook collection is given to students receiving assistance. More information is available on the ACC website by searching "Student Support Center Textbook Collection."

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at

http://sites.austincc.edu/sl/.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be

found here: o

https://www.centraltexasfoodbank.org/food-assistance/get-food-now

- Assistance with childcare or utility bills is available at any campus SupportCenter:

http://www.austincc.edu/students/support-center.

- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: http://www.austincc.edu/SEF.
- Help with budgeting for college and family lifeis available through the Student Money

Management Office: http://sites.austincc.edu/money/.

o A full listing of services for student parents is

available at: https://www.austincc.edu/students/child-care

- The CARES Act Student Aid will help eligible students pay expenses related to

COVID-19: o https://www.austincc.edu/coronavirus/cares-act-student-aid.

Mental health counseling services are available throughout the ACC Student Services District to address

personal and or mental health concerns: http://www.austincc.edu/students/counseling.

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: 512-472-HELP (4357)
- The Williamson County 24 hour Crisis hotline: 1-800-841-1255
- Bastrop County Family Crisis Center hotline: 1-888-311-7755
- Hays County 24 Hour Crisis Hotline: 1-877-466-0660
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
- Crisis Text Line: Text “home” to 741741

o Substance Abuse and Mental Health Services Administration (SAMHSA) National

Helpline: 1- 800-662-HELP (4357)

- National Alliance on Mental Illness (NAMI) Helpline:1-800-950-NAMI (6264) Illness

Any ACC student or employee with symptoms or exposure to the COVID-19 virus should inform their

professor(s) or supervisor and complete the college’s self reporting form:

https://cm.maxient.com/reportingform.php?AustinCC&layout_id=124

A&E CAD DEPARTMENTAL/COURSE POLICIES

Attendance/Class Participation

Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. Students accruing more than two (2) UNEXCUSED absences may be withdrawn from the course at the instructor's discretion. Students may make-up absences by attending other classes. It is the student's responsibility to inform instructor when circumstances prevent him/her from attending class. An instructor may lower a student's final grade for a course due to excessive absences.

In the event the college or campus closes due to unforeseen circumstances (for example, severe weather or other emergency), the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor as a result of class sessions being missed.

Ownership of Student Work

The Architectural & Engineering Computer Aided Design (A&E CAD) Department reserves the right to retain any and all student work (including but not limited to: original work, scans, photographs, and copies of student work) completed as A&E CAD course work for the purposes of documentation, accreditation, evidence of student performance, university transfer, marketing or any other purpose supporting the mission of the Department and Austin Community College.

Cell Phones and Electronic Devices

To avoid disturbing or distracting others during face-2-face classes or open on-campus lab times, students are requested to conduct personal communications of any sort outside of the classrooms. For this reason, the use of cell phones and other PDA's by students is prohibited inside A&E CAD classrooms (this includes placing or receiving phone calls, text messages and emails). When conducting personal communication in the hallways, please control the volume of your voice so as not to disturb students in nearby classrooms.