A. COURSE INFORMATION

Course number/section: GISC 1336.001/W01 and GISC 1336.201/W11
Class meeting time: Lecture: MW 5:30-6:20; Lab: M 6:30-8:20; or Online
Class location: Lecture: CI-108; Lab: CI-229; or Online
Course Website: http://bb9.tamucc.edu

B. INSTRUCTOR INFORMATION

Instructor: Dr. Tony Nettleman, PSM, Esq.
Office location: CBI 105
Office hours: M/W 1PM to 3PM; Friday 11AM to 12PM; or by appt.
Telephone: 361-825-3419 (or text 404-539-3050)
E-mail: Charles.Nettleman@tamucc.edu
Appointments: email for times

A note on contacting me: E-mails are typically returned within 24 hours during weekdays. Monday's, Wednesday's, and Friday's are typically best for visiting me for obtaining a quick response. I also travel on university business throughout the semester so if you need to reach me, please plan ahead (dates will be posted shortly before each trip).

When emailing, please remember to include your name, your class, and specifics about your need/problem/issue.

C. COURSE DESCRIPTION

Catalog Course Description
An introduction to graphic and drafting principles and practices in surveying and mapping science. This course includes the development of the basic drafting skills needed to produce surveying plats and graphical presentations. The elements of descriptive geometry are addressed. A major component of the course is an introduction to the fundamentals of computer-aided drafting and design (CADD).

D. PREREQUISITES AND COREQUISITES

Prerequisites
None

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Textbook(s)
Mastering AutoCAD 2016.
Drafting tools: graph paper, protractor, ruler, pencil, eraser, etc.
Free Software: AutoCAD, Civil3D, Sketchup and Revvit

Supplies

- Windows Operating System (XP/Vista/7/8).
- Adobe PDF viewer. (e.g. Adobe Acrobat Reader).
- Web browser with Java Virtual Machine installed.
- Video player able to play MPEG-4 video (Quicktime, VLC, Windows Media Player).
- Speakers/headphones.
- Online students: Microphone and webcam.
- Online students: Consistent, weekly access to high-speed internet.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:

1. Explain basic surveying terminology and develop proficiency in reading survey descriptions and plats.
2. Interpret survey descriptions and reproduce them in a graphical environment.
3. Perform coordinate geometry and basic trigonometry.
4. Proficiency in working within computer aided drafting and design.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

All lectures will be presented live in the classroom and recorded for posting online. In-person students will attend live lectures and labs while online students will watch lecture recordings and complete labs on their own time.

H. MAJOR COURSE REQUIREMENTS AND GRADING

Student learning outcomes will be assessed through a number of lab assignments, attendance, and a final project and presentation.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>CHAPTER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome and Basic Skills</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Visualization Exercises</td>
<td>Handout (Drafting CH 1)</td>
</tr>
<tr>
<td>3</td>
<td>Visualization Exercises Contd.</td>
<td>Handout (Drafting CH 2)</td>
</tr>
<tr>
<td>4</td>
<td>Intro to AutoCAD</td>
<td>CH 1</td>
</tr>
<tr>
<td>5</td>
<td>Drawing Aids and Editing Entities</td>
<td>CH 9</td>
</tr>
<tr>
<td>6</td>
<td>Civil 3D Introduction</td>
<td>Handout (Civil3D CH 1)</td>
</tr>
<tr>
<td>7</td>
<td>Legal Descriptions w/ Carlson Survey</td>
<td>TBA</td>
</tr>
<tr>
<td>8</td>
<td>Topographic Mapping w/ Civil3D</td>
<td>Handout (Civil3D CH 4)</td>
</tr>
<tr>
<td>9</td>
<td>Spring Break</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>Intro to Subdivisions</td>
<td>Handout (Dallas Ordinances)</td>
</tr>
<tr>
<td>11</td>
<td>Subdivisions w/ Carlson Survey</td>
<td>N/A</td>
</tr>
<tr>
<td>12</td>
<td>REVIT (Introduction)</td>
<td>Handout (Revit CH 1)</td>
</tr>
<tr>
<td>13</td>
<td>REVIT (Modeling)</td>
<td>Handout (Revit CH 2)</td>
</tr>
<tr>
<td>14</td>
<td>REVIT (Structures and Ceilings)</td>
<td>Handout (Revit CH 9)</td>
</tr>
<tr>
<td>15</td>
<td>Final Project Working Week</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.

J. COURSE POLICIES

Attendance/Tardiness
Everyone must come to the weekly lab. If you have finished your weekly project and it is approved by the professor, then you may leave. Online students are expected to regularly log in to the course website, watch lectures, and submit assignments.

Late Work and Make-up Exams
All assignments must be completed on time. No late submissions will be accepted.

Extra Credit
No extra credit options are available for this course. No exceptions.

**Food in Class**
Do not eat food during class or lab. Food is forbidden in computer labs.

**Email**
Consider email as official correspondence warranting professional language. Professional emails include elements such as a short descriptive subject line, salutation, complete inquiry in the body of the message, your full name, and course and section number. Unprofessional emails will result in a non-response and request for proper correspondence.

**Prior Learning and Lecture Slides**
The professor will assume that prior to class you have made an earnest effort to understand the material. This will allow you to be prepared to engage the material in more detail or address misunderstandings in class. The slides in class are primarily for visual learners who need to both hear words and see text as they are learning. They are not meant for students to copy as a substitute for prior studying and learning. As such, students should not frantically try to write down everything from the lecture slides. Lecture is simply another time and place to encounter the material again since repeat exposure helps with memory and understanding. As such, your in-class lecture notes do not need to be extremely lengthy. Additionally, please pay attention to what is *not* on the slides, that is, the extra examples and vocabulary the professor mentions that are related to the slides.

**Technological Excuses**
Hard drive crashes and other computer woes will not be accepted as excuses for late submission. Students should, given the complexity of the tasks they will pursue, be sure that they maintain adequate backup copies of all aspects of their work. Additionally, plan ahead so that you will have time to use the on-campus computers and printers if necessary. You may NOT submit papers/assignments by e-mail. If for some reason you feel you have to do this, you must ask for, and receive, permission ahead of time; furthermore, you may not consider an e-mailed paper/assignment to be submitted until you have received a reply confirming that I have received the paper/assignment.

**Communication about Life Events**
It is the your (student’s) responsibility to keep up with the course instruction, assignments, and examinations. Should a life event interrupt your ability to meet these responsibilities, you must inform the instructor about this as soon as possible and within a reasonable amount of time so that a course of action can be determined. Communicating with the instructor about these life events in an unreasonable time frame is not acceptable and will not change the outcome of missed work nor will it be a valid reason to receive an ‘Incomplete’ designation for the course.

**Originality of Work**
Every exam and lab assignment for this class must be your own work. You may ask for
clarification and assistance, but you may not copy or use anyone else’s work for any reason in this course, unless explicitly stated in a lab assignment or exam.

Note to Online Students
Lecture recordings will be made available online immediately after the in-class meeting. It is your responsibility to watch the recordings in every week so you stay up with the course. Laboratory assignments will be completed on your home computer and must be submitted digitally to the Island Online on a weekly basis. You are responsible for installing and testing the GIS software during the first week of class and keeping your home computer in good working order.

Online Exam Proctoring
For students taking the course online, you will take your tests remotely and they will be proctored by a service called Examity®. To use Examity®, you will need to make sure you meet the following technical requirements, in addition to the technical requirements set forth elsewhere in this syllabus:

- You must take your exam on a computer with a webcam and a microphone (both built-in and external are fine.)
- You must take your exam from a location that with sufficient internet speed: at least 700KBPS upload and download speed. You can test your internet speed at http://www.speedtest.net.

If you have any questions or concerns, you can contact Examity’s technical support team 24/7 via email at support@examity.com or phone at (855)-392-6489.

Examity involves third party charges. Exam-proctoring charges may range from $3 - $31.50 per exam. Students may be required to schedule exams at least 24 hours in advance or incur late scheduling charges. All costs for exams are the responsibility of the student. Students will also be responsible for providing webcams to be used in test proctoring.

K. COLLEGE AND UNIVERSITY POLICIES

- Academic Integrity (University)
  It is expected that university students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior.
  See Full University Policy at http://catalog.tamucc.edu/content.php?catoid=10&navoid=313#Academic_Integrity

- Classroom/Professional Behavior
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either
(a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- **Deadline for Dropping a Course with a Grade of W (University)**
  The grade of W will be assigned to any student officially dropping a course. Please consult with the instructor before you decide to drop to be sure it is the best thing to do. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Should dropping the course be the best course of action, visit the Office of the University Registrar for the Course Drop Form that must be submitted. No student is eligible to receive a W without completing the official drop process by this deadline. Please consult the Academic Calendar (http://www.tamucc.edu/academics/calendar/) for the last day to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  Disability Services (DS) is the hub for coordinating services and accommodations to ensure accessibility and utilization of all programs for all Texas A&M University-Corpus Christi students with disabilities. Our services are designed to meet the unique educational needs of enrolled students with documented permanent or temporary disabilities. DS provides intake and consultation services to students seeking to register with our office. DS reviews an individual’s documentation of disability and assesses eligibility for services and the determination of reasonable accommodations. For more information visit the Disability Services Office at 116 Corpus Christi Hall or go to http://disabilityservices.tamucc.edu/
I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.