Digital Design Graphics Technology
DDGT 240 – DDGT 3
Fall 2024 Course Syllabus

Instructor: Gary Strommen

Websites:

Department Website: www.ddgt.net

Canvas Website: https://napavalley.instructure.com

Location: 3901

Course Length: 16 weeks

Times: MTWTh:
Lab: 8:30am – 10:30am
Lecture: 10:30am – 12:35pm

Units: Seven

Prerequisites: DDGT 121

Office: Room 3901B (Inside Drafting Lab, Building 3900)

Telephone: 3900 Building on Campus: (707) 256-7526

Use my cell phone for calls / text messages for quicker response:
707-332-0873

Email: **gstrommen@napavalley.edu**

ddgt@napavalley.edu

Hy-Flex:

This class is being offered in Hy-Flex modality. This means students have the option to attend: face-to-face, synchronously (live online via zoom), or asynchronously (watching recorded lectures and going through the class on your own). Students can also jump around modalities so you can choose to attend face-to-face one class and online the next class.

This syllabus is subject to change at teachers discretion.

HOURS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
8:15-8:30	*OFFICE HOURS*	*OFFICE HOURS*	*OFFICE HOURS*	*OFFICE HOURS*
8:30-9:00	DDGT120 8:30 – 10:30	DDGT120 8:30 – 10:30	DDGT120 8:30 – 10:30	DDGT120 8:30 – 10:30
9:00-9:30				
9:30-10:00				
10:00-10:30				
10:30-11:00	DDGT240 10:30 – 12:35	DDGT240 10:30 – 12:35	DDGT240 10:30 – 12:35	DDGT240 10:30 – 12:35
11:00-11:30				
11:30-12:00				
12:00-12:30				
12:30-1:00	*OFFICE HOURS*	*OFFICE HOURS*	*OFFICE HOURS*	*OFFICE HOURS*
1:00-1:30	Classroom Typically Closed	Classroom Typically Closed	Classroom Typically Closed	Classroom Typically Closed
1:30-2:00				
2:00-2:30				
2:30-3:00				
3:00-3:30				
3:30-4:00				
4:00-4:30				
4:30-5:00				
5:00-5:30	*OFFICE HOURS*		*OFFICE HOURS*	
5:30-6:00	DDGT110 5:30 – 8:00		DDGT110 5:30 – 8:00	
6:00-6:30				
6:30-7:00				
7:00-7:30				
8:30-8:00				
8:00-8:30	*OFFICE HOURS*		*OFFICE HOURS*	

DDGT240 Digital Design Graphics Technology 3 - Course Description:

The third of a four course series in the Digital Design Graphics Technology A.S. Degree program. This course enables the student to learn and apply mechanical computer-aided design (CAD) drafting skills and techniques to working drawings including Geometric Dimensioning and Tolerancing (GD+T) and weldment symbology. Additional topics include external references and reverse engineering of assemblies. A study of 3D Printing. Students will print to the 3D Printer and retain the printed model. A study of 3ds Max for design visualization including: modeling, materials, lighting, rigging, animation, and rendering. A study of Adobe Premiere as a non-linear video editor. A combined study of 3ds Max and Adobe Premiere to create technically animated presentational videos for their professional portfolios as displayed on the department website.

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<u>Student Learning Outcomes:</u>

SLO1: Autodesk Certification of Training - 3DS Max Fundamentals
   SLO1 Assessment will be based on the Ascent Quiz.

SLO2: Ability to implement technical skills in the creation of an animated presentation utilizing the latest release of the Autodesk 3ds Max Design software.
   SLO2 Assessment will be based on any or all of the following 3ds Max Design Assignments: "14-71 Machine Vise", "20.69 Engine"

SLO3: Ability to implement technical skills in video production utilizing the Adobe Premiere software.
   SLO3 Assessment will be based on any or all of the following Adobe Premiere Assignments: "14-71 Machine Vise", "20.69 Engine"

<u>Course Objectives:</u> Upon successful completion of this course, the student will be able to:

1. Create and detail complex-shaped three dimensional models and assemblies in working drawings
2. Create working drawings from reverse engineering assemblies
3. Effectively apply various Geometric Dimensioning & Tolerancing (GD&T) controls to detail drawings
4. Utilize symbology pertinent to weldment drawings
5. Understand the advantages and limitations of power transmitting mechanical devices
6. Understand the basic components of a CAD Network and basic networking installation tools
7. Create and modify three-dimensional models for 3D Printing
8. Effectively use three-dimensional animation software
9. Understand the differences between surface and solid modeling
10. Successfully import, link, or merge various file types for animation purposes
11. Create and edit two-dimensional and three-dimensional objects for animation purposes
12. Create surface materials using a material editor
13. Create custom materials with image editing software
14. Design and customize effective lighting techniques for rendered scenes
15. Animate object transforms and modifiers
16. Produce realistic rendered images of solid models
17. Effectively use non-linear video editing software
18. Import rendered files from animating software to create professional level videos
19. Create professional level video titles
20. Work with multiple video and audio tracks
21. Understand video input and output settings for various mediums
22. Create and play video animations
23. Professionally upload and post rendered videos to their portfolio website

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Required Texts:

Technical Graphics Communication Fourth Edition
Bertoline, Wiebe, Hartman, Ross
McGraw Hill   ISBN 978-0-07-312837-5

Downloadable PDF: https://www.dropbox.com/s/fa8r124ul9qv1pj/TGC.pdf?dl=0

Engineering, Drawing and Design, 7th Edition: Jensen/Helsel, Glencoe Publishing (to be provided by instructor as needed).

Downloadable PDF: https://www.dropbox.com/s/srelqoa4sadnd2f/EDD%20ALL.pdf?dl=0

Required Materials: Three-ring, 2" binder.
                                 Head Phones

                                 External Hard Drive (I recommend purchasing an external hard drive that does NOT require a separate power supply and can be powered through the USB cable. Get a USB 3.0 drive. 3TB minimum.)

Recommended Materials: A lock for lockers
                             A second monitor for your home computer

Recommended Software:

The latest release of Autodesk AutoCAD, Inventor Professional, and 3ds Max - students will be given access to download the software and install it at home on up to two Windows PC's for free.

https://www.autodesk.com/education/students

Adobe Photoshop, Dreamweaver, Premiere – The Napa Valley College is currently able to provide this software to students.

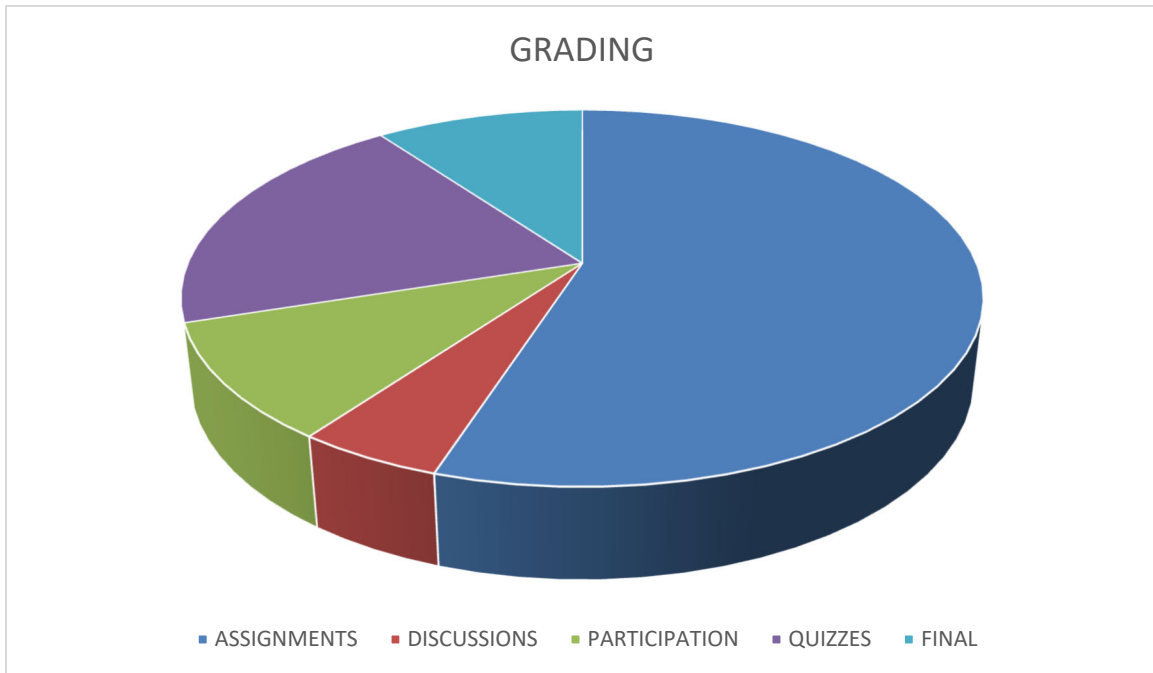*This syllabus is subject to change at teachers discretion.*

Grading Policy:

Students are responsible for completing any reading assignments prior to the next class meeting.   Any graded coursework not performed with assigned and/or required equipment will be marked down accordingly. Letter grades are assigned as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Final course grades are determined as follows:

Assignments	55%
Classroom Participation	10%
Discussions	5%
Quizzes	20%
Final Exam	10%
Final course grade	100%

All courses required to complete the DDGT AS Degree or Local Skills - Certificates of Achievement must be completed with a grade of C or better.

You can login online to Canvas at any time to see your current grade.

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Assignments:

You will be asked to work on multiple assignments at once. Assignments may be turned in up to two times before the due date to earn full credit. Some assignments may have a due date and it will be posted on our department website, on our "Assignment List" handout, or on the board at the front of the class when assigned. Any assignments turned in after the due date will be penalized 12.5% - you will only be able to receive a maximum of 87.5% on that assignment.

Class Participation

Class participation is 10% of your final grade.

Students are expected to participate fully in all class activities including (but not limiting to) assignments, lectures, group activities, discussions, and peer critiques.

For students attending face-to-face, students are expected to arrive to class on time and be engaged on DDGT related tasks to the end of the class lecture.

For students attending synchronously, students are expected to login into class via Zoom on time and be engaged on DDGT related tasks to the end of the class lecture. Participation also includes turning your webcam on (use your cell phone if you do not have a webcam), using your microphone or chat window, and participating in class.

For students attending asynchronously, students are expected to reach out to me via email at least once a week to let me know what assignments they are currently working on and if they are running into problems that they would like help with.

I encourage you to attend face-to-face if possible. Grades show that students who attend in person do the best and earn the highest grades.

There will be weekly participation scores marked in Canvas. Each week is worth 10 points. Additionally, there are three monthly meetings (September, October, and November) that are worth 50 points each. The purpose of these meetings is to discuss one-on-one the following:
- Where you are in the class. If you are behind, current, or ahead.
- Verifying assignments and quizzes have been graded correctly in Canvas. Sometimes there are glitches and scores were not recorded correctly.
- Privately discuss any concerns or questions either of us might have.

The purpose of the weekly participation is to keep you focused on the class and to help keep you from falling behind. This is a 7 unit course and there are high expectations of work outside of class. We meet 4 days a week and it is easy to fall behind. Once behind, it is challenging to catch up. To ensure your success in this class, it is vital to stay on track.

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Some examples of how to earn weekly participation:
- Show up to class in person or attend via zoom <u>with your webcam on</u>.
- Submit assignments via Dropbox
- Take a quiz on Canvas
- For those attending asynchronously, e-mail me letting me know what assignment you are currently on and where you are in the class.

Discussions:

Discussions are 5% of your final grade. There will be a total of 7 Discussions during the length of this class and they will be submitted through Canvas. Discussions will require you to answer questions on an upcoming reading assignment and are due BEFORE the class lecture on that topic.

Quizzes:

Quizzes are to be taken online through Canvas. All quizzes will be open book. Students will have one week to take the quiz after the course material has been covered during class lectures. Quizzes will have time limits so make sure you set aside a time when you will not be distracted or pulled away from the quiz.

If you are in need of special accommodations through DSPS, please notify instructor in advance.

There are no makeups for missed quizzes unless you contact me prior to the quiz AND you are sick or there is an emergency.

Final Exam:

The Final Exam is worth 10% of your final grade. The Final will be taken online through Canvas and will be open book. The Final will have a time limit so make sure you set aside a time when you will not be distracted or pulled away from the exam.

Online Lectures:

If you are unable to attend class, or wish to review course material, you may watch our recorded video lectures placed online at our department website:
http://www.ddgt.net/ddgt240.html

Lectures are recorded daily and are usually uploaded within 24 – 48 hours.
Lectures are password protected. Please contact the instructor for the password.

Class documents and assignments are also available for download on the same page.

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Academic Honesty

Students are prohibited from sharing their username and password with anyone. Students shall not allow other students or others not enrolled in the course to access course materials or lab computers without instructor's permission. Allowing anyone else to access your account may result in failing the course.

All students are expected to complete their own work and all written work must be original. Work cited from other sources must be cited properly using quotations marks and references as appropriate. Plagiarism in any form will not be tolerated and will result in no credit for the assignment. Subsequent incidents of plagiarism may result in failing the class and a referral to the vice-president of student affairs for formal discipline. Students are expected to take all course exams individually. Cheating includes accessing test information in any way that is not approved by the instructor or sharing test information with another student in any way not approved by the instructor. Cheating on a test shall result in a failing grade on that test. Subsequent incidents of cheating may result in a failing the class and a referral to the vice-president of student affairs for formal discipline.

If you have been found cheating, you will receive no credit for that test or assignment. If it is found that have copied an assignment from another student in the class, then both parties will receive no credit for that test or assignment.

Attendance Information:

Students are ultimately responsible for dropping the class should they wish to no longer participate or to even start the class once registered. The instructor is not obligated to drop students at any point in the course.

If you have a disability that requires accommodations, please let me know as soon as possible and I will provide you with the information you need to receive services. You may also contact the Office of Special Services (DSPS), Bldg. 1700, at (707) 253-3080, or make an appointment in the Counseling Center (Bldg. 1300) to meet with a DSPS Counselor, (707) 253-3040.

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<u>Drafting Lab Etiquette and Policies:</u>

1. Lab computers are to be used for DDGT course purposes only. **Working on projects for other classes during your class time is not allowed**. (Some open lab time, other than your scheduled classes in DDGT may be made available to you. At these times, you may request to use a workstation for other class work. This type of use will be on a case by case basis and you must receive prior approval from the instructor before using the Open Lab time for other than DDGT projects.)

2. Lab computers are used by many other students during the day. Do not adjust or customize the display monitor or the workings of the computer in any way. This includes background wallpaper on the desktop and resolution settings of the display adaptor or adjustment of the actual computer monitor hardware. (If you need special accommodation for a visual problem or otherwise, make a request and we will review your consideration.)

3. Lab computers are used by many other students during the day. Please logoff the computer or shut it down before leaving for the day. Please leave the computer monitors on as they will go into "Stand By" mode.

4. Internet access is a privilege. Do not access questionable websites. Do not download and install any software or games. Access to the internet is limited to needs for projects in the DDGT Courses. Any other access is not allowed without permission. (On occasion, you may request to access the Internet for personal use. If your request is granted, it does not override the directive regarding software/game downloads or installations. You will need to clear this type of use on a case-by-case basis.)

5. The DDGT lab computers are for learning and studying. Do not play computer games of any kind on the DDGT Lab Computers. Playing solitaire or other ames on the DDGT computers is not allowed. Unless by chance you have created the artwork and programmed a computer game as part of a DDGT course project, there will be NO computer games played in this lab. Playing computer games is something that you can do at home, on your own computer, in your own time.

6. Do not touch the computer monitor screen with any items or especially with your fingers. There is absolutely no reason why anyone needs to touch the monitor screens. If you wish to point out something on your screen to another person, POINT WITHOUT TOUCHING! If you cannot seem to help yourself, use the eraser end of your pencil to point with and do not touch the screen with that either! If your monitor is found to be all fingerprinted up, you will lose the access to the DDGT Lab Computers. If you happen to accidently touch the screen, you may use the cleaning spray and cloths available to you in the lab. DO NOT use any other cloth except for the ones designated to you. If you are unsure, ask the instructor or DDGT Technician for assistance.

7. Each student is required to clean their CAD workstation before leaving the classroom at least once a week or as needed. Ask Instructor or Assistant for cleaning supplies.

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8. Please keep in mind at all times that computer use in this lab is not your private business. All access on this network is logged and may be reviewed at any time. The activity on your screen when you are working in this network can and may be recorded for later review as well.

9. Please set cell phones to "vibrate" during class times. Take all phone calls outside. Do not take phone calls during lecture or demonstrations unless it is an emergency and do so quietly. Keep in mind that you may miss vital information during a lecture.

10. Students may keep drinks / food at designated areas at the back of the room. Water in a closed container may be kept by students on the floor at work area. Please eat outside or in the kitchen area. Privileges may be revoked at any time if policies are abused. Any garbage that has food in it should be disposed of in the garbage cans **OUTSIDE** of the building (there are garbage cans located on the north and south ends of the building).

11. Talking during a lecture other than to a student to clarify something that is not clear will not be permitted. If you do not understand something, ask the instructor. I will be more than happy to assist you. If your question is not answered, come and see me after the lecture and we will go over the topic until everything is clear.

12. The rest rooms are located on the north end of the building. You may leave the class at any time to use them without asking permission. Keep in mind that you may miss vital information during a lecture.

13. Lab hours are available regularly. It his highly recommended that you take full advantage of the CAD workstations during these times.

14. Lockers are available at the back of each room for your convenience. Do not utilize the lockers during other classes. You will be required to supply your own padlock. Note: Locks are to be removed at the end of the semester.

15. If you know that you will be tardy or absent, you must contact the instructor of your class to let them know ahead of time.

16. In the event of a major disaster or emergency, the instructor is to lead the students to the grassy area between the 1700 and the 2000 (between the new library and science buildings) or to the sports track.

17. Scent Free Zone. The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies and other medical conditions. Please do not wear perfume, cologne, aftershave, and other fragrances. Please use unscented personal care products.

18. Failure to comply with any of these directives will result in immediate suspension of DDGT Lab Computer privileges!

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Online Lab Etiquette and Policies:

19. Please keep in mind that at all times the webcam you are using is being recorded and you should refrain from utilizing your computer for private business. The activity on your screen when you are working in this class can and may be recorded for later review as well.

20. When attending class meetings online using Zoom or a similar technology, students are expected to conduct themselves and participate as if they were in a live classroom. This means students must at least have a working microphone and use it to participate in discussions and to respond to questions posed by the instructor. The online live class experience is more effective with a working camera and students are strongly encourage to participate in live class sessions with their cameras turned on. Participation in live class meetings is part of the student's participation grade.

21. Some students join the zoom link from their phone or tablet. If possible, pleasea additionally join the zoom link on the computer you are working from. Yes, you can join the zoom from multiple devices. If you have a question and you need to share your screen with the instructor or class, it will have to be done from the computer you are using the software from.

22. Normally, live class sessions conducted on Zoom will be recorded. Assume that all class sessions will be recorded. Access to recordings of class sessions is restricted to class members only and not available for download, duplication, or distribution in any manner.

23. In accordance with Napa Valley College Board Policies, the Student Code of Conduct, and applicable state and federal laws, discrimination based on gender, gender identity, gender expression, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

24. Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

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Other Notices of Importance:

Students in need of academic adjustments (accommodations) in the college learning environment:

Students who feel may need an academic adjustment based on the impact of learning may contact Disability Support Program and Services or Learning Services. Due to Shelter-in-Place at this time and on-line learning, you may email us at DSPS@napavalley.edu or call DSPS at 256-7345 or Learning Services at 256-7442. We are co-located in the same area for assistance.

Providing Documentation: Pease attach your condition (medical/disability) documentation upon filling out an online application at http://www.napavalley.edu/studentaffairs/DSPS/Pages/apply.aspx. You will be referred to the appropriate staff for an intake. Learning Services can assist you with a learning disability whether you have documentation or need testing and DSPS will assist you with physical, mental health, and numerous other health related conditions.

If your medical/disability documentation is not attached to the online application, you will be requested to submit it prior to your appointment. If you do not have documentation, we encourage you to call 707-256-7345 or 707-256-7442 and a staff member will guide you through the process. Please do not schedule an appointment unless you have documentation. Professional staff will review all documentation. All information and documentation is confidential.

After you are found eligible and services are granted, you are responsible and required to request your academic adjustments (accommodations) each semester. You must submit your request in a timely manner each semester, preferably two weeks before classes begin. Our staff will then process your request and send a letter to your instructor. We highly encourage that you confirm with your professor to ensure your academic adjustment (accommodations) letter was received.

By law, it is up to the DSPS and LS Office, through the interactive process with you (the student), to determine which academic adjustments are appropriate, not the instructor. This will occur in a virtual environment at this time. This includes academic adjustments in classes that require clinical settings.

Note: If you are enrolled in a science class that requires a lab, you must meet with a DSPS Counselor, Learning Disability Specialist or DSPS Dean to determine your academic adjustments and specific needs. You may schedule an on-line or phone session.

I encourage students who have requested extended time for testing as an academic adjustment(s)/accommodations through DSPS or Learning Services please check in with me (in person or via email) that I have received a letter and discuss when you will be taking your exams.

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Students in need of Writing and Research help:

Any student who feels s/he may need assistance with grammar, writing, and formatting should contact the Writing Success Center in room 832 (Catacula Hall), phone (707) 256-7640 or Library Services for research help in the Library and Learning Resource Center 1700 building, phone (707) 256-7400. A Specialist will review students' needs and determine appropriate assistance. Appointments available. Students may also receive assistance from an online tutor via SmartThinking by starting at:
http://napavalley.edu/academics/WritingCenter/Pages/SmartThinking.aspx

Students in need of Canvas support:

"Napa Valley College provides technical, administrative and software support for students participating in distance learning and courses utilizing Canvas. Students should contact Brandon Tofanelli, phone (707) 256-7154 or email:
btofanelli@napavalley.edu for assistance.

Distance Education
Napa Valley College provides technical, administrative and software support for students participating in distance learning and courses utilizing Canvas. Students should contact DE support at de@napavalley.edu for assistance. All distance education courses follow the Napa Valley College Policy for Attendance; therefore, an instructor may drop a student who does not log in to the course by 11:59PM of the first day of classes. Students should be aware that distance education instructors send contact messages to myNVC student email accounts.

Student Affairs; College Policies and Procedures
       http://www.napavalley.edu/StudentServices/Srr/Pages/Default.aspx

In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

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Important College Numbers (707 area code)

Admissions & Records	256-7201
Career Center	256-7327
Financial Aid/EOPS	256-7300
Child Development Center (Michele Eggert)	530-736-2189
Counseling Department	256-7221
Disabled Students Programs and Services (DSPS)	256-7345
Learning Services	256-7442
Testing & Tutoring Center	256-7437
Transfer Center	256-7333

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