DATE OF LAST REVIEW: 2/15/2013

CIP CODE: 15.1302

SEMESTER: Departmental Syllabus

COURSE TITLE: Drafting Field Project II

COURSE NUMBER: ENGR-0282

CREDIT HOURS: 3

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: 913-334-1100

EMAIL: KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): None

REQUIRED TEXT: Please check with the KCKCC bookstore, http://www.kckccbookstore.com for the required text for your particular class.

COURSE DESCRIPTION: This course is set up to award drafting technology students three hours credit for "on-the-job" training. The purpose of this type of course is two-fold: to give students practical experience in the field of drafting, and to allow prospective employers to be aware of student's abilities.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Introduction-job seeking
   A. Types of drafting employment
   B. Selecting an area of training
   C. Want ad utilization
   D. Employment agencies-public and private
   E. Using the school’s placement services
   F. Using the state employment services
   G. Checking degree requirements for drafting positions
   H. Creating a list of prospective employers

II. Applying for a drafting position
   A. Resume’ creation
B. Cover letters
C. Requesting applications for employment
D. Filling out the applications, properly
E. Attire and grooming for interviews
F. Mailing resume’s, cover letters and applications
G. Faxing resume’s, cover letters and applications
H. Creating a list of responses
I. Ranking companies in order, outstanding to undesirable

III. On the Job Training
   A. Drawing interpretation
   B. Reference material
   C. Drawing construction-setup
   D. Drawing modifications
   E. Precision dimensioning
   F. On the job personal traits
   G. Listing of job duties
   H. Employment verification
   I. Work hours
   J. Setting up consultation with supervisor and instructor
   K. Completion of OJT form

EXPECTED LEARNER OUTCOMES:
A. Upon completion of the course the student will be able to identify and select an area of training in the drafting profession.
B. Upon completion of the course the student will be able to list employment services and agencies providing job placement in the drafting profession.
C. Upon completion of the course the student will be able to create a cover letter and resume for job placement in the drafting profession.
D. Upon completion of the course the student will be able to send job applications by mail or fax to prospective employers of the drafting profession.
E. Upon completion of the course the student will be able to setup, draw and modify drawings to proper drafting standards at their OJT training site.
F. Upon completion of the course the student will be able to provide employment verification and course requirement information from their OJT training site to their instructor.

COURSE COMPETENCIES:

Upon completion of the course the student will be able to list employment services and agencies providing job placement in the drafting profession.

1. Identify a private employment agency in the State of Kansas providing positions in drafting
2. Identify a private employment agency in the State of Missouri providing positions in drafting
3. Identify drafting positions available utilizing the school job placement services
4. Obtain current employment information of a drafting position using the schools job placement services
5. Obtain current employment information of a drafting position using the State of Kansas employment services
6. Obtain current employment information of a drafting position using the City of Kansas City or Wyandotte County employment services
7. Obtain current employment information of a drafting position using an internet employment service

Upon completion of the course the student will be able to create a cover letter and resume for job placement in the drafting profession.

8. Upon completion of the course the student will be able to create a resume’ using the schools employment services.
9. Upon completion of the course the student will be able to create a resume’ using samples from the school library.
10. Upon completion of the course the student will be able to create a resume’ using samples from a public or private library.
11. Upon completion of the course the student will be able to create a cover letter using the school’s employment services.
12. Upon completion of the course the student will be able to create a cover letter using the samples from the school’s library.
13. Upon completion of the course the student will be able to create a cover letter using samples from a private library.
14. Upon completion of the course the student will be able to create a cover letter using samples from the public library.

Upon completion of the course the student will be able to send job applications by mail or fax, to prospective employers of the drafting profession.
15. Upon completion of the course the student will be able to mail a cover letter to a company needing a drafting employee.
16. Upon completion of the course the student will be able to send a resume’ to a company requiring a drafting employee.
17. Upon completion of the course the student will be able to mail an job application to a company requiring a drafting employee.
18. Upon completion of the course the student will be able to fax a cover letter to a company needing a drafting employee.
19. Upon completion of the course the student will be able to fax a resume’ letter to a company requiring a drafting employee.
20. Upon completion of the course the student will be able to fax an application for employment to a company requiring a drafting employee.
21. Upon completion of the course the student will be able to compile a list of companies responding to their job applications.
22. Upon completion of the course the student will be able to rank, in approximate order, a list of companies responding to their application of employment, from most desirable to least desirable to obtain employment from.

Upon completion of the course the student will be able to setup, draw and modify drawings to proper drafting standards at their OJT training site.
23. Upon completion of the course the student will be able to interpret drawings at their OJT training facility.
24. Upon completion of the course the student will demonstrate proficiency using reference material at their OJT training facility.
25. Upon completion of the course the student will demonstrate proficiency using mvsetup for drawings at their OJT training facility.
26. Upon completion of the course the student will demonstrate proficiency drawing objects to precision at their OJT training facility.
27. Upon completion of the course the student will demonstrate proficiency editing drawings with precision at their OJT training facility.
28. Upon completion of the course the student will illustrate proper dimensioning techniques at their OJT training facility.
29. Upon completion of the course the student will demonstrate proficiency plotting full size drawings.
30. Upon completion of the course the student will demonstrate proficiency plotting scaled drawings.

Upon completion of the course the student will be able to provide employment verification and course requirement information from their OJT training site to their instructor.
31. Upon completion of the course the student will illustrate personal traits conducive to maintaining employment at their OJT training facility.
32. Upon completion of the course the student will create a list of job duties performed at their OJT training facility.
33. Upon completion of the course the student will provide a copy of a pay stub from their OJT training facility.
34. Upon completion of the course the student will provide a copy of their time sheets from their OJT training facility.
35. Upon completion of the course the student will setup a meeting convenient for their supervisor and instructor to discuss course requirements
36. Upon completion of the course the student will supply and have the supervisor fill out OJT forms to be filled out at midterm and before finals
37. Upon completion of the course the student will supply the OJT form, filled out by the supervisor, to the instructor. The form must contain complete information in all areas of training as listed on the form.

REQUIREMENTS OF THE COURSE:
Course content may vary, but will generally include the following:
1. Must be enrolled in the fourth semester of the drafting technology program or have approval of the coordinator of drafting technology.
2. Must be employed for an average of three hours per day or 90 hours per semester.
3. The employment must be for such a position that offers the student experience in several phases of drafting.
4. Students are required to bring in samples of work they are doing on the job to the instructor responsible for the field project course. Verification of samples must be completed by the instructor.
5. A questionnaire must be completed by the employer regarding the student's abilities and habits. This questionnaire, examples of student's work done on the job, and the impressions gained by the instructor during the visit to the industry are used to determine the grade the student is to receive for the course.

ASSESSMENT OF LEARNER OUTCOMES:
Assessment methods may include, but are not limited to, the following: Homework, Assignments, Quizzes, Class Participation, Chapter Tests, and Final Exam. The grading scale and the process for calculating the course grades are to be determined by the individual instructors. This information will be included in each instructor’s syllabus.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

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