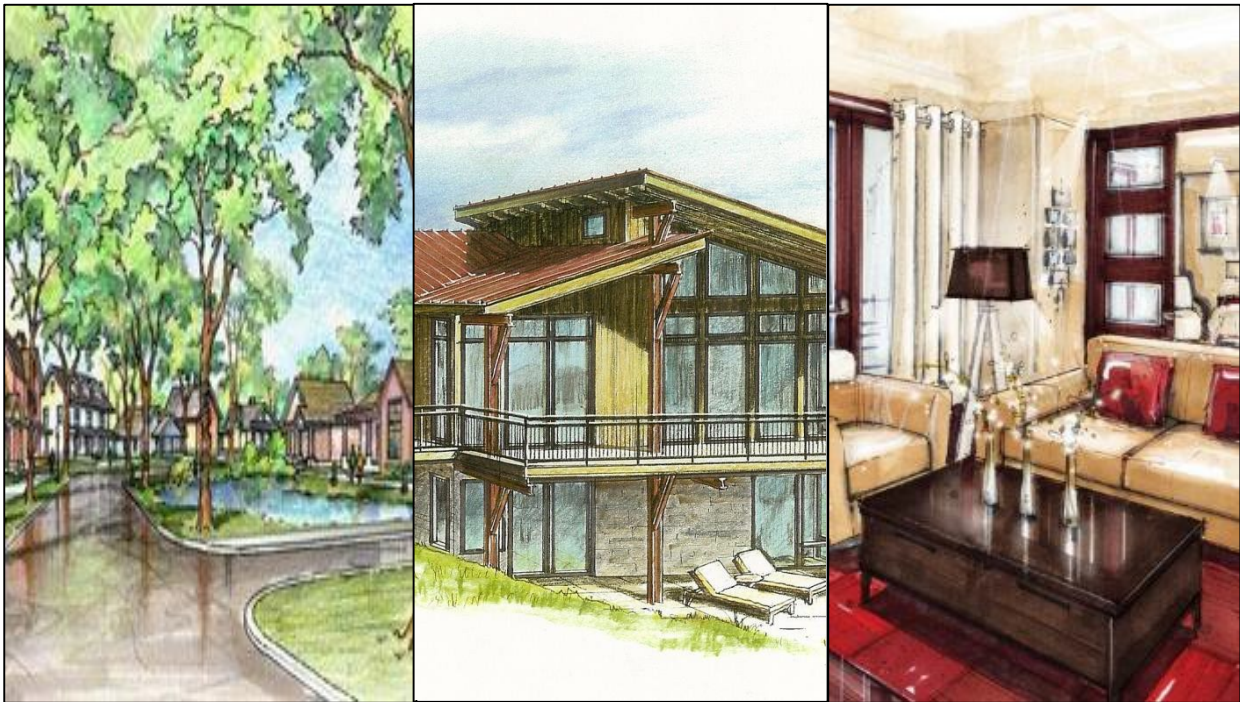


Architectural, Landscape, & Interior Design with CAD Certification

College Now – Career Pathways Program

Front Range Community College
2017-2018



Program Handbook



Career Pathways

The Career Pathways program at Front Range Community College provides a supportive educational climate that promotes career exploration, technical skills, and readiness for college and employment.

The Architectural, Landscape, & Interior Design **with CAD Certification Program (ALI-CAD)**

<u>Instructor:</u>	Laura Hicks
<u>Office:</u>	Red Cloud Peak 124
<u>Classroom:</u>	Red Cloud Peak 148 - Monday, Tuesday, Wednesday Maroon Peak 104 – Thursday, Friday
<u>Class Times:</u>	Monday - Friday 12:30 – 2:30
<u>Phone (office):</u>	204-8434
<u>Email:</u>	laura.hicks@frontrange.edu

Program Description

Welcome to the ALI-CAD Program! This year-long program is designed for high school students interested in designing spaces for people and pursuing a career in a design related field. We will explore careers in Architecture, Landscape Architecture, Interior Design, Landscape Design, Residential Design and Engineering.

Schedule and Calendar

This Career Pathways program is only offered during the afternoon session:

Afternoon Session: 12:30pm – 2:30pm, Monday – Friday

Students will follow the FRCC academic calendar for their Career Pathways classes. As a result, there may be times when students are expected to attend their FRCC classes even when their high school may not be in session, such as Spring Break or Parent/Teacher Conference days.

Unexpected Closures: Students are not expected to attend their Career Pathways classes if FRCC, Poudre School District, or Thompson School District are unexpectedly closed (due to weather, emergencies, etc.). Please see the FRCC website (www.frontrange.edu) for updates and check your

Desire2Learn course shell (more info below) for information from your instructor.

Transportation

Busses are provided to FRCC from most of the high schools in Poudre and Thompson school districts. Students are expected to provide their own transportation on days the school district is not in session. In addition, students must arrange transportation to all off campus activities, such as labs, field trips, and internships. Students often carpool together to these activities.

Program requirements

Students in Career Pathways are expected to attend every day, participate fully, and communicate regularly with their instructors. Students are responsible for monitoring grades and becoming familiar with the information provided in this syllabus. Students are responsible for regularly checking the online class portal, Desire-to-Learn (D2L), for program announcements and to monitor grades and attendance. See below for more information about D2L.

Students in the Architectural, Landscape and Interior Design Program need to be self-motivated and have good time management skills. This program is designed to give students a feel for what it is really like to work in a design related field. As a result, students will be expected to work on more than one project at a time and must be able to manage multiple deadlines. Work outside of class will be necessary. Students will tour professional offices, construction job sites and participate in other design related field trips. Students will need reliable transportation to and from these field trips.

ALI-CAD Courses

HIGH SCHOOL CREDIT

All students will be enrolled in the High School ALI-CAD Design course each semester. These classes and grades will appear on your home high school transcript, but will not be included on an FRCC college transcript.

Fall Semester

High School Design Fall (ALDZ 010)

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Fall semester content covered in the Architectural, Landscape, and Interior Design program includes: design-related careers; principles and elements of design; technical skills in hand and computer-aided drafting; residential landscape design with real clients. Credit awarded in ALDZ 010 is designated on the student's fall semester high school transcript only.

Spring Semester

High School Design Spring (ALDZ 011)

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Spring semester content covered in the Architectural, Landscape, and Interior Design program includes: design-related careers; continued application of skills to a variety of architectural and landscape design projects; advanced AutoCAD skills; environmentally-conscious

design and construction; SketchUp; independent study design project; internship at the discretion of the instructor. Credit awarded in ALDZ 011 is designated on the student's spring semester high school transcript only.

COLLEGE CREDIT (OPTIONAL)

Content for optional college courses is integrated into the high school curriculum, and enrolling in the optional college courses will not add additional course work. The college classes listed below are optional. Students who enroll in college classes will generate an FRCC college transcript, and the grades for the classes below will become part of a student's permanent college record at FRCC. *A syllabus for each individual college course will be provided separately in addition to this program handbook.*

Signing up: An enrollment packet containing instructions and required forms will be distributed at Orientation and/or on the first day of class. All required steps must be completed and forms must be submitted to your instructor **Wednesday, August 30th** in order to be enrolled in the *optional* college credit awarded in this program.

Drop and withdraw deadlines for college courses: Most FRCC degrees and certificates require that students earn a C or higher in each required course. Failure to earn passing grades in the college classes will also negatively impact a student's ability to receive financial aid in the future. To avoid earning a "D" or an "F" on your permanent college transcript, be aware of the drop and withdraw dates for your college courses. Ask your instructor or the College Now Office for help submitting the proper forms *prior* to the deadlines listed below if you are worried about your academic progress in a course. A dropped course will never show on your FRCC transcript and a withdraw reads as a "W" on your FRCC transcript, but there is no grade attached.

Fall Semester

The deadlines for all fall college courses are:

Drop Deadline	Withdraw Deadline
Wednesday, September 6, 2017	Sunday, November 19, 2017

Print Reading for CAD (CAD 100) – Optional College Course

FRCC Credits: 3

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Covers linetype identification, use of lineweights, file management, prototype/template creation using AutoCAD. Covers interpretation of industry standards in dimensioning, symbology, drawing notes, scales, and reading working drawings. Architecture, engineering, design related, civil/survey, manufacturing, HVAC, and welding are industries discussed in this course.

Computer-aided Drafting 1 (CAD 101) – Optional College Course

FRCC Credits: 3

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Focuses on basic computer aided drafting skills using the AutoCAD software. Includes file management, Cartesian coordinate system & dynamic input, drawing templates, drawing aids, linetype and lineweights, layer usage, drawing & editing geometric objects, polylines & splines, array, text applications, creating tables, basic dimensioning and Help access.

Spring Semester

The drop and withdraw deadlines for spring college courses are:

Drop Deadline	Withdraw Deadline
Wednesday, January 31, 2018	Saturday, April 14, 2018

Computer-aided Drafting 2 (CAD 102) – Optional College Course

FRCC Credits: 3

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Focuses on intermediate 2D Computer aided drafting skills using the AutoCAD software. Includes blocks, wblocks & dynamic blocks, hatching, isometric drawings, advanced dimensioning and dimension variables, layouts, paper space and viewports, templates, external references, attributes, raster images, & printing/plotting.

SketchUp (CAD 115) – Optional College Course

FRCC Credits: 3

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Introduces techniques and common practices of 3D modeling using Sketchup software. Focuses on the creation and editing of virtual three-dimensional forms and volumes and the organization of their elements through the various features of the software. Includes applying material and textures, changing the appearance of models with styles and shadows and introduces the basic techniques of presenting and sharing the 3D model.

Landscape Design I (HLT 130) – Optional College Course

FRCC Credits: 3

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Teaches basic graphic communications and drafting. Introduces students to design theory and the visual thinking and problem solving techniques used in landscape design. Students participate in peer reviews of their work

Independent Study (CAD 185) – Optional College Course

FRCC Credits: 1

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Meets the individual needs of students. Students engage in intensive study or

research under the direction of a qualified instructor.

Career Pathways Policies

Grades

All students will earn high school grades that will post to the high school transcript. Students who enroll in optional college credit will also earn grades for each college class that will post to the student's FRCC college transcript.

Career Pathways grading scale

90-100% = A

80-89.9% = B

70-79.9% = C

60-69.9% = D

0-59.9% = F

Attendance

Students are expected to attend every day in the Career Pathways program. Our programs provide hands on experiences that are crucial to student success and difficult to make up.

If extenuating circumstances occur and a student must miss class, the student must contact the instructor before the missed class period. Students should be aware that they will receive a "0" for lab activities that cannot be made up or replicated. **Attendance and participation are a significant part of the high school grade.**

Absences for high school related activities will be excused, provided the student provides the instructor with proper documentation of the activity.

Attendance is a part of the student's final grade. Students receive 10 Professionalism points for each day they attend class. If the student is late (10 minutes or more), they are docked 5 points and will receive only 5 points for that day's attendance. (As long as all other Professionalism requirements are met.) If the student is absent, unexcused, they will receive 0 points for the day.

Excused absences for a required high school activity or illness will not be factored into the final attendance grade. To be excused from class due to a high school activity, the student must provide Instructor with a written letter from the leader of the activity. A sports practice/game schedule signed by team coach is acceptable for all school related sports activities. To be excused due to an illness, the student will need to provide the Instructor with a written excuse signed by a doctor.

If extenuating circumstances occur and a student must miss class, the student should follow the policies listed below:

- Students are expected to contact their instructors in writing *before* the missed class period to explain why they will be absent.
- Students who miss class due to a home high school activity (sports, senior meetings, etc) must

- provide documentation from the high school prior to the absence.
- Students are responsible for checking in with instructors while absent or immediately upon their return. Check in should include submitting assignments completed prior to the absence, requesting make up work from the instructor, and setting a deadline for submitting missed assignments.
- Students should be aware that they will receive a “0” for lab activities that cannot be made up or replicated.

Students with absences can expect to discuss their attendance with faculty and/or administrative staff. In some cases, a meeting with the home high school counselor and parent will be required. If attendance issues are not resolved, a student may not be permitted to continue in the program.

Late Work

Late work will only be accepted if an extension is approved by the instructor *prior* to the due date. Please meet with Instructor to arrange for an extension. Late work will be accepted due to an illness. Student must provide Doctor’s excuse and arrange extension with Instructor. All other late work **will not** be accepted.

Professionalism

Attendance, participation, and professionalism will also be evaluated as part of a student’s final high school grade. Students are expected to attend every day, participate fully in their programs, and maintain professionalism in the classroom and lab. Professionalism includes wearing appropriate clothing, communicating with instructors, working respectfully with other classmates, and maintaining a safe lab experience.

Academic Progress

Students must earn at least a D in their fall semester high school course to be eligible to continue in the Career Pathways program in the spring. **Students who do not earn this minimum grade will return to their home high schools for all course work in the Spring Semester.** Students who do not return will be expected to return all checked out text books and materials before the start of Spring Semester.

Student Progress (Grades, Attendance, etc.)

Students will have access to updated progress information through Desire-to-Learn (D2L), which provides an online grade book and attendance record for each student. D2L is accessed through the “DESIRE2LEARN” link at the top of the www.frontrange.edu webpage. Students will need their FRCC issued “S-number” and their password to access D2L.

Students are expected to track their progress and promptly discuss any concerns with the instructor.

Parents should be aware that the Career Pathways program does not send out routine progress reports, and that Career Pathways instructors do not typically contact parents with grade or attendance concerns. However, parents are encouraged to check on student progress through D2L. Parents are welcome to contact faculty and staff if they have concerns.

Please note that high schools will be periodically updated on student progress and attendance.

Accommodations

Students who have IEPs or 504 Plans in high school are eligible to receive accommodations in their Career Pathways programs. If students enroll for high school credit only, we will follow the accommodations listed in the high school documentation as closely as possible. Students who enroll for optional college credit are only eligible for college-level accommodations that must be arranged with the College Now office. Please contact Beth Montgomery at 204-8372 to set up college accommodations.

Drops and Withdraws

Students who need to drop the Career Pathways program must get approval from their high school counselors. The high school counselor will contact College Now to complete the drop process. Students are expected to return all textbooks and class materials to the instructor.

Students who enroll for college credit have the option to drop or withdraw from individual college classes, but will remain enrolled in the program and will continue earning grades for the high school transcript. Students who wish to drop or withdraw from one or more college classes must contact the College Now office (no high school or parent approval is required). Drop and withdraw deadlines are noted in the college course information section of this syllabus. Please note that withdraws may affect future financial aid eligibility.

Faculty are available to discuss student progress and the withdraw option for students with questions.

Industry Experience/Internships

Students may have the opportunity to gain valuable work experience during an industry specific work experience/cooperative education experience in the spring semester. Please note that participation in this experience is earned over the academic year, and eligibility is determined by the instructor. Students not eligible for this industry work experience will be dropped from the college internship course (if enrolled), and an alternate project will be arranged for high school credit.

To qualify for an industry work experience, students must have demonstrated the following in their Career Pathways program:

- C or higher in the fall HS course; C or higher in the spring HS course at time of experience
- Ability to work without supervision and follow directions
- Ability to proactively communicate with instructor and classmates
- Good attendance record of no more than 3 unexcused absences during a semester.

Safety

Safety is the highest priority in the Career Pathways program. Instructors will determine if a student is unfit to participate in lab activities for any reason, including but not limited to: being unprepared, acting unprofessionally, appearing disoriented or impaired, and/or violating safety policies and procedures. Students will receive a "0" for missed lab activities. If safety concerns are not immediately resolved, the student may not be permitted to continue in the program.

Student Conduct

Students are expected to actively and safely participate in their programs, be respectful of all faculty, staff, and students, and show responsibility, maturity, and integrity when enrolled in a Career Pathways program. Students who do not meet these expectations may not be permitted to continue in the program. Career Pathways will notify the FRCC Public Safety Office and Dean of Students for serious issues, which may affect a student's future enrollment at FRCC and may result in legal sanctions.

Students are encouraged to review the FRCC Student Code of Conduct, available at <http://www.frontrange.edu/being-a-student/code-of-conduct>. In particular, students should note the Career Pathways policies listed below:

- Educational environment: any behavior that interferes with the educational environment, teaching, and/or learning is not acceptable.
- Academic honesty: students are expected to complete their coursework with integrity. Cheating and/or plagiarism are not acceptable.
- Drugs/alcohol: any suspected drug and alcohol issues will be immediately reported to the home high school and the FRCC Public Safety office.
- Cell phones and other electronics: use of cell phones and other personal electronics are not allowed except for approved purposes at the discretion of the instructor.
- Attire: students should select appropriate clothing for the hands on activities in their programs. Attire should reflect a professional environment.
- Parking: students who provide their own transportation are expected to drive safely on campus, use designated parking spaces, and go directly to their classrooms, computer lab, student center, or library upon arrival.
- Computer usage: Computers are to be used only for program-related coursework and labs.

Permission to Include Student in Photographs and/or Videos

Photos and videos of our programs are a vital component to recruitment. A non-permission form is available in the College Now office if you or your parent objects to the use of your photo in recruitment materials.

Title IX Statement from Paul Meese, Title IX/EO Coordinator

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate college officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator by emailing Paul.Meese@frontrange.edu or calling 303-678-3707. Reports to law enforcement can be made with the local law enforcement agency or you may contact the campus security office at:

Boulder County Campus – 303-678-3911

Larimer County Campus – 970-204-8124

Westminster Campus – 303-404-5411

If you would like a confidential resource, please contact Paul Meese, FRCC Executive Director of Human

Resources. Further information may be found on the college's web site at:
<http://www.frontrange.edu/being-a-student/campus-safety>

FRCC Basic Computer-Aided Drafting and Design Certificate

Students participating in the Design Careers Exploration program have the opportunity to complete the college coursework required to earn an FRCC Basic Computer-Aided Drafting Certificate. This program provides advanced CAD skills to the student seeking a career within computer-aided drafting and design. The student will complete 2D and 3D projects using the most current releases of the CAD software. Upon completion of this AAS degree, the student is prepared to enter the workforce as a CAD technician.

This program will meet unique computer-aided drafting and design, CAD illustration, and graphics needs. With the growth of employment needs in small- to mid-sized companies, employers are increasingly seeking employees with advanced and specialized computer-aided drafting skills.

More info about the program is available at <http://frontrange.smartcatalogiq.com/2017-2018/Catalog/Degrees-and-Certificates/Computer-Aided-Drafting-and-Design/Computer-Aided-Drafting-and-Design-Certificates/Basic-Computer-Aided-Drafting-and-Design-Certificate>

Requirements:

- Students must successfully complete all enrollment steps to sign up for college credit in their program by established deadlines
- Students must successfully complete the following coursework with a "C" or better
 - CAD 100 – Print Reading for CAD
 - CAD 101—Computer-Aided Drafting I
 - CAD 102—Computer-Aided Drafting II
 - CAD 115—SketchUp
 - CAD 185—Independent Study
 - HLT 130—Landscape Design I
- Students must fill out an Intent to Enroll form and submit to their instructor by the appropriate deadline.

STUDENT WAIVER OF LIABILITY FORM

**State Board for Community Colleges and Occupational Education,
for the use and benefit of Front Range Community College**

Angie Gramse, Associate Legal Counsel, 9101 E. Lowry Blvd, Denver, CO 80230. 720-858-2721

Program: **Architectural, Landscape, & Interior Design** Term: 2017-2018

Description: All on-campus and off-campus activities related to Career Pathways Programs

Front Range Community College, Poudre School District R-1 and Thompson School District R2-J are educational institutions in the State of Colorado, and, as such, are covered by the Colorado Governmental Immunity Act, CRS 24-10-101. This law provides that the state and its institutions are immune from lawsuits for injuries suffered by private persons, except in specific situations listed in the law, where immunity is waived. Voluntary participation by students in field trips and non-classroom activities conducted by a state-funded institution of higher education or other educational institutions is not one of the areas where immunity from liability is specifically waived. In other words, by law, if a student suffers an injury as a result of participation in field trips and non-classroom activities of the college, the college is immune from fiscal liability for such injury. For this reason, students are strongly encouraged to obtain medical insurance coverage, if they do not already have coverage, before participating in these activities. Students are also encouraged to read the applicable statutes cited above, which are on file in the Library and on the Internet.

In consideration of, and as a payment for, the right to participate in field trips and non-classroom activities, and the services and food arranged for me by Front Range Community College, Poudre School District R-1 and Thompson School District R2-J and their agents, I have and do hereby assume all risks and will hold them harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with my participation in activities arranged for me by Front Range Community College, Poudre School District or Thompson School District or its agents. The terms hereof shall serve as a release and assumption of risk for my heir's executors and administrators and all members of my family.

In signing below I hereby assert that:

1. I have read this document and understand that specific trip information will be provided;
2. I understand that Front Range Community College, Poudre School District and Thompson School District are covered by the Colorado Governmental Immunity Act;
3. I may be personally liable for injuries that I may suffer as a result of participation in this activity.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS

- I acknowledge that I have received a copy of the syllabus for the Architectural, Landscape, and Interior Design Career Pathways Program.
- I acknowledge that I am responsible for understanding the content of the syllabus and for following the policies and procedures.

Student Name (please print): _____

Student Signature: _____

Parent/Guardian: _____

Date _____

- Complete this form, detach from the syllabus, and return page to instructor-