

# Design Careers Exploration

College Now – Career Pathways Program Front  
Range Community College  
2014-2015



## Program Syllabus



## **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.*

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### **The Design Careers Exploration Program**

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<b><u>Office:</u></b>	Maroon Peak 104A
<b><u>Classroom:</u></b>	Blanca Peak 162 - Monday, Tuesday, Wednesday Maroon Peak 104 – Thursday, Friday
<b><u>Class Times:</u></b>	Monday - Friday 12:30 – 2:30
<b><u>Phone (office):</u></b>	204-8434
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#### **Program Description**

Welcome to the Design Careers Exploration 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, 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](http://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 most 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 Design Careers Exploration 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.

## **Design Careers Exploration Courses**

### **HIGH SCHOOL CREDIT**

All students will be enrolled in the High School Design Careers Exploration 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**

**Design Careers Exploration Fall (ALDZ 010)**

*Poudre School District Credits: 14*

*Thompson School District Credits: 1.4*

Start Date: August 18, 2014

End Date: December 8, 2014

**Course Description:** Fall semester content covered in the Design Careers Exploration 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

Design Careers Exploration Spring (ALDZ 011)

*Poudre School District Credits: 13*

*Thompson School District Credits: 1.3*

Start Date: January 20, 2015

End Date: May 11, 2015

Course Description: Spring semester content covered in the Design Careers Exploration 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; Google 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.

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 **by Friday, August 29<sup>th</sup>** 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 drop and withdraw deadlines for CAD 101-Computer-aided Drafting are:

<b>Drop Deadline</b>	<b>Withdraw Deadline</b>
9/2/14	11/15/14

**Computer-aided Drafting 1** (CAD 101)

*FRCC Credits: 3*

Start Date: August 18, 2014

End Date: December 8, 2014

**Course Description:** Focuses on basic computer aided drafting skills using the latest release of 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 in Design Careers are:

<b>Drop Deadline</b>	<b>Withdraw Deadline</b>
TBD—check with your instructor at the beginning of the Spring semester	TBD—check with your instructor at the beginning of the Spring semester

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

*FRCC Credits: 3*

Start Date: January 20, 2015

End Date: May 11, 2015

**Course Description:** Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

**Sketch-up** (CAD 115) – Optional College Course

*FRCC Credits: 3*

Start Date: January 20, 2015

End Date: May 11, 2015

**Course Description:** Focuses on the understanding of basic concepts of the software program SketchUp. Students will learn how to draw and extrude building shapes, stairs, roofs, and interiors utilizing advanced modeling techniques.

*Details about each course, such as specific topics and competencies, can be found at the course page in Desire-to-Learn (D2L). D2L is accessed through the “DESIRE2LEARN” link at the top of the [www.frontrange.edu](http://www.frontrange.edu) webpage.*

## 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 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. 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 may 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 *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 not** be accepted unless an extension is approved by the instructor *prior* to the due date.

### **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](http://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://web1.frontrange.edu/catalog/5994.htm>. 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.



## **ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS**

- I acknowledge that I have received a copy of the syllabus for the Design Careers Exploration 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-**