

OGLALA LAKOTA COLLEGE
COURSE SYLLABUS & ADMINISTRATION
Spring 2013
Rebuilding the Lakota Nation through Education
Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo

Name of Course: Basic Drafting

Course Number: CAR 113

Department: Vocational Education

Credit Hours: Three (yamni)

Location: Piya Wiconi

Time & Day: T 1-4

Instructor's Name: Lyle Wilson

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Office Hours: M-F 9-4

Course Goal: Students will gain experience in transferring abstract ideas into working drawings. Simple block drawings will advance into residential home, multi-plan drawings.

Course Objectives: The student will draw a plan, which includes dimensions and measurements, of what is being constructed. A carpenter should be able to build a project using a student's drawing.

Prerequisites: None

Required Text and Materials: Everyday Sketching & Drafting 2nd Edition; JW Giachino and HJ Beukoma; American Technical Publishers

Homework: Each student should expect to spend two (numpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

Reading Load: Reading will include approximately one (wanji) to two (numpa) chapters per week, plus handouts and homework as assigned.

Type & Amount of Writing Load: Moderate writing is required. Homework may consist of mathematical computations in reference to finance. In addition, there will be exams, class exercises/quizzes that may include essay-type questions.

Lakota Perspective Provided Through:

Conducting this course based on the values of mutual respect and generosity, seeking to advance each individual's knowledge through their continuing hard work (fortitude) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery); all undertaken in an environment of complete truthfulness, trust and integrity. Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte. We will do this by embracing the teaching of our ancestors as we learn new ways.

Evaluation and Grading:

You will be assessed on the amount of knowledge you gain about ASDFG, and your ability to apply the concepts to various problems and scenarios (competency); as assessed through homework assignments, in-class exercises, quizzes and examinations. The minimum “core knowledge” you should gain is outlined and bulleted at the beginning of each chapter, under “Chapter Objectives”; you should also understand all the information discussed under “Important Terms” and “Discussion and Review Questions.” Your overall grade will be derived from these assessment instruments and weighed as follows:

Homework:
Papers and Essays
Chapter Tests, Quizzes and Problems

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.
B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.
C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.
D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%
F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

I = Incomplete Work = A student may receive an incomplete grade only if it has been discussed with the instructor and the instructor deems this as justifiable. If this decision is reached, then the student must fill out an application form, which you may ask for, from the counselor or director at the college center. (See Student Handbook page 11)

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

Homework has a designated due date. Late homework will lose points when accepted after its due date. If you will be absent make arrangements to get the homework assignment prior to your absence so that it may be turned in on time. In the situation of an emergency you will have two days after the due date to get the assignment turned over to the instructor. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

Course Requirements, Expectations of Students:

Student initiated withdrawals are per OLC policy. [Remember, because OLC offers classes in three-hour blocks once per week, (for everyone’s travel convenience), if you are absent from one OLC class session, it’s like missing three classes at another college.] (See student handbook, page 9) If you must be absent, due to emergency, you are responsible to notify the instructor and/or the College Center Administrative Offices in advance (if possible). If you must leave during a class session, please do so quietly and unobtrusively. You remain responsible for all material presented in any class, or portion of class you miss.

1. Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.
2. Your homework assignments must be turned in on the dates due to get full credit.
3. You are expected to participate in class discussion; this provides evidence of your interest in, and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone’s level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.

Attendance

1. Students are required to attend classes regularly. Instructors will submit attendance on-line, weekly, throughout the semester.
2. If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent to being in class. Once

- the make up assignment is completed, the instructor will then change the absent to present.
3. A student may be dropped from a course after three consecutive absences and will be dropped by the Registrar after five total absences.
 4. **There are NO reinstatements and No exceptions for students who are dropped for five absences.**

Tardiness

1. In formulating this policy it is understood that unique problems exist for both students and faculty due to the decentralized nature of OLC. Since classes meet only once per week, it is important that they be held – even if they begin late.
2. Generally speaking, if an instructor is going to be late getting to a college center for a class, the center staff should always be notified.
3. A student shall be considered tardy for class, if he/she arrives late for class, but during the first hour of the class. A student arriving later than this may be marked absent. This policy will not interfere with the instructor's prerogative to grade for class participation.
4. If an instructor is late for a class, students must wait for one-half hour. After this time, the class will be considered cancelled for that week and must be made up.
5. In the event that no students appear for class at the scheduled starting time, the instructor should wait at least one-half hour before deciding to cancel the class.
6. All missed classes must be made up.

Suggestions to the Student:

Please read the specific chapter(s) of text and other supplemental materials assigned, and complete all homework before each class. If you have trouble with any assignment, or have questions on concepts or terminology, be sure to make a note of them during the week as you study. With these notes, you will be able to recall any specific problem area, so we can discuss and clarify it during class; or, if desired, privately during my Office Hours. If you have a disability that interferes with your ability to learn please contact the OLC Coordinator of Support services at 455-6040.

If you begin to have problems with course work, do not allow them to accumulate. See a College Center Counselor, contact Student Services for the help of a Tutor and/or see me right away (during class breaks or Office Hours.) Feel free to call me at my office or home. Resolve issues before they become serious or your progress in class begins to fall behind the other students. Delays and procrastination in addressing problems can only make them worse and your full recovery from them more difficult. Tutors may be available, who can coach you and provide much more personalized help learning the subject matter; but to be effective, you must get help early – don't wait until the last few weeks of the semester.

If you must miss a class, turn in your homework to the Applied Science Department Administrative Assistant before the class session you will miss. Upon return to class find out from me, or other students, exactly what was covered in the session missed, and arrange to make-up any assigned work (outside normal class time). Usually classes will only be canceled due to extremely bad weather; check with the Applied Science Department or College Center Office an hour or two before the scheduled start time, if there is a question.

You will be treated with respect, as an adult and the individual you are, at all times; however, this also means that you have the ultimate responsibility for the quality of your education and for the degree of your own success. I will make every effort to present course material in an interesting and relevant manner. I request your assistance, and feedback, if you observe things in my presentation style or the class' format, which I can change, that will make learning the subject matter easier for a majority of class members.

Policies on Academic Honesty:

This course is designed to provide you with the greatest opportunities to learn. Part of this learning process includes the review comments, articles, and the integration of the work of others with your thoughts and ideas. In this process, there is no room for plagiarism, which robs you of meaningful learning and is unfair to the original author.

Plagiarism is an ethical violation that is not tolerated at Oglala Lakota College. OLC faculty and staff are fully aware of the many online resources that are now available, and we encourage you to focus on learning rather than the inappropriate use (copying) of another person's work without proper citation. You are responsible for understanding plagiarism. Please refer to page 10 of the 2003-2004 OLC Catalogue.

AOD Policy:

It is the policy of Oglala Lakota College to be an Alcohol and Other Drugs-free environment; which applies to all faculty, staff and students. As a community dedicated to improving the skills and abilities of all Lakota and related peoples, we believe that an individual's impairment from use of alcohol, or other drugs, defeats their ability to learn and also may threaten the achievement and safety of others; thus has no place on the campus, and will not be tolerated. However, if you have an alcohol or drug problem, help is available to you free of charge through OLC's Student Assistance Program (SAP). For confidential help contact the SAP Coordinator, Jolene Montileaux, at Piya Wiconi Administration building, or call 605-455-6034.

Disclaimer:

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook.

STUDENT ASSESSMENT RUBRIC

The following grading rubric will be used to grade the student's essay dealing with legal structure of a proposed business or enterprise, or of their own experience, on their home reservation or in Rapid City. Fully 33% of your grade is dependent on your effort, so please fully explain any statements you make in the terms and concepts used in the textbook. Furthermore, outside research and the Internet may be

used to support your ideas and rhetoric. It is recommended that you write this paper and then have another person read it for clarity, grammar and cohesion.

Excellent Work	Good, Can Improve	Definite Improvement Needed
Uses terms , concepts and theories from the text to illustrate your case problem of business legal structure in Rapid City or on the Reservation under a unified idea or thesis (8-10 points)	Uses few terms from the text in the essay, or does not specifically link the terms used in the proper context to the ideas of your business legal structure (5–8 points)	No management terms , concepts or theories advanced to support the ideas or thesis of the legal structure you chose. An idea may be put forth but there is no supporting language (0-4 points)
Personal perspective in your case dealing with legal structure in the paper from <i>both</i> a normative and positive analytical point of view (4-6 points)	Personal perspective on the legal structure of the business is discussed from <i>either</i> a normative <i>or</i> positive analytical point of view (1-3 points)	Personal perspective on the legal structure of the business appears to be a rant, and negative assessment of others’ political or legal motives (0 points)
Paper is well written with few errors. Sound syntax and grammar are evident in the writing, and about two pages of double spaced text with headings fully addressed the ideas put forth in the opening statement or paragraph. (2-4 points)	Paper is well written with a few spelling and a few grammatical errors. Some work is needed on headings, or there is significantly more or less than two pages of actual, double spaced text. There may not be a clear opening statement of the idea presented (0-2 pts)	Paper shows poor spelling as if spell check was not run. Poor construction of sentences is evidence of failure to review work or proofreader. Text runs significantly more or less than two pages. Multiple points are argued haphazardly, or a single idea is not presented in the opening statement or paragraph. (0 points)
Total: 14 – 20 points , Excellent work towards a “B” or “A” grade in the course	Total: 6 – 13 points , Good to Very Good work towards a “C” or “B” grade in the course	Total: 0 to 5 points , Poor to Fair work towards a “D” or “C” grade in the course

Your grade under this rubric may include some excellent and some poor scores depending on your use of terms and concepts, personal perspective and care in writing. You will thus earn a score that is an average of the four rubric items. You may also earn a passing grade of “C” or “B” in the course poor essays if your other test and homework scores are graded good to excellent! Please see the Grading and markings section of the syllabus for further information.