

# CIS 131 Methods in 3-D Prototyping

## **Instructor**

Ben Mitchell

## **Contact Information**

[bmitchell@hudson.k12.mi.us](mailto:bmitchell@hudson.k12.mi.us)

ph: 517-962-9936

## **Online Office Hours**

24 hour turn-around

## **JCC Distance Learning Support**

[distancelearning@jccmi.edu](mailto:distancelearning@jccmi.edu)

Or, call 517.796.8408 or 888.522.8744

## **Course Description**

Students propose concept development and build 3-dimensional product mock-ups. Dexterity, craftsmanship and implementation using innovative logistical methods are practiced, and delivered.

## **Course Outcomes**

Upon completion of this course, students should be able to:

- Visualize a complete and functional form in its finished state
- Develop a tangible draft concept
- Solve complex craftsmanship problems

## **Topics**

Topics include case studies, set-up for model-making with, processes of prototyping, tools and delivery.

## **Course Text & Other Requirements**

**Text Book Zero! This text is available in a digital format.** More information regarding Textbook Zero is available at the following link: <https://www.jccmi.edu/academics/tbz/>

*For this class, you will need to access JetNet*

## **Teaching Strategies**

The teaching strategies for this course include online discussion, guided learning, and hands-on learning.

## Academic Calendar

**Classes Begin** October 27, 2020

**Last Day of Classes** December 19, 2020

Event	Dates	Notes
<b>COURSE DATES</b>		
<b>REGISTRATION BEGINS FOR ALL STUDENTS</b> <i>New students must contact Admissions at 517.796.8425 prior to registering for classes.</i>	June 15, 2020	<b>Register - Fall 2020</b>
<b>15 Week Session</b>	Aug. 31 – Dec. 19, 2020	
<b>In-Person/On-Campus Session</b>	Sept. 21 – Dec. 19, 2020	<b>View in-person classes starting Sept. 21</b>
<b>5 Week Session 1</b>	Oct. 6 – Nov. 10, 2020	<b>View 5 week classes starting Oct. 6</b>
<b>7 Week Session</b>	Oct. 27 – Dec. 19, 2020	<b>View 7 week classes starting Oct. 27</b>
<b>5 Week Session 2</b>	Nov. 11 – Dec. 19, 2020	<b>View 5 week classes starting Nov. 11</b>
<b>OTHER DATES</b>		
<b>Faculty Learning Days</b>	Aug. 26 – 28, 2020	
<b>Labor Day</b>	Sept. 5 – 7, 2020	No classes
<b>Thanksgiving Break</b>	Nov. 25 – 29, 2020	No classes

### How to be Successful in this Course

- 1. Plan your schedule >>** Plan ahead to determine times that you can set aside for coursework. Login to the class website a minimum of **2-3 times** per week to stay up to date on any additional announcements. Announcements will be posted via JetNet.
- 2. Read and complete assignments >>** The units and online help are key resources for this class; use them regularly. Exhaust your solutions to become a better problem solver. Read and follow the step-by-step instructions for each unit, before relying on a partner/instructor to hold your hand.
- 3. Be professional in your work >>** The assigned projects can be excellent portfolio pieces for further education and/or employment interviews; plan extra time for these projects and put forth your best effort. Sloppy work is not given full points.
- 4. Turn in assignments on time >>** Homework assignments and class exercises will be accepted up to **two** weeks after the due-date with a 20% penalty; any work submitted after this grace period will not be accepted. Turn in your work via JetNet and check your grades frequently.
- 5. Back-up your work.** We all know technology can be unpredictable, so save copies of your assignments. Save to your student OneDrive account, Google Drive, or create a file/folder on your hard drive called CIS131.

### Grading

Students are responsible for completing and submitting the material and assignments covered each week. Notify your instructor if you are going to miss any work.

**Projects**

Projects will be listed in JetNet. Projects should be completed using techniques covered to date.

**Final Project**

A final project will cover all techniques covered to the date of the project.

**JetNet Weekly Links**

Assignment links in JetNet are available Tuesday of the current week, and will be due at the start of class the following week.

**How to Submit Work via JetNet**

1. After entering our course in JetNet, click the icon relating to the assignment you wish to upload.
2. Locate the name of the class assignment in the center of the screen or press Grades on the left side of the screen.
3. Click **Edit** when typing in a message/note for the instructor and/or **Browse** to send a file (navigate to where your work is located, select/highlight it, and then click **Upload this File**).
4. Click on the Send for Marking button and finally click Yes for the final submission. 5. If you are submitting multiple files, click the Browse button again for each file you wish to upload. (*It's better to zip multiple files so you can submit as one file.*)

**At the End of Each Course, Each Student is Assigned a Final Grade as Follows:**

**Grade Criteria**

Assignments	10 points each = 200 pts
Projects (Given throughout the semester)	50 points each = 300 pts
Final Project	100 pts
	<b>TOTAL pts = 600 pts</b>

*\*Assignments listed above are subject to change at any time.*

**Grading Scale** (based on accumulated points/percentages):

<b>Grade</b>	<b>Percent</b>	<b>Points</b>
4.0	94 - 100%	(559-600)
3.5	88 - 93%	(523-558)
3.0	82 - 87%	(487-522)
2.5	76 - 81%	(451-486)
2.0	70 - 75%	(415-450)
1.5	64 - 69%	(379-414)
1.0	58 - 63%	(349-378)
0.5	52 - 57%	(312-348)
0.0	below 52%	(0-311)

**Grading Procedure**

Assignments are due the following Tuesday or as otherwise directed by instructor. If you are not logging in, you cannot make up late assignments unless you have prior approval from the instructor. Late assignments & projects will be accepted up to two weeks after the due date, but will incur a 20% penalty for each week over due, not to exceed two weeks (does not apply the last two weeks of the term). Makeup Policy: If you will be missing work for reasons beyond your control, please contact the instructor as soon as possible.

### **Grading**

Students are responsible for completing and submitting the material and assignments covered each week. Notify your instructor if you are going to miss any work.

### **Course Completion Requirements**

Students must achieve a passing grade of C or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy.

### **Withdrawal**

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going To [www.jccmi.edu](http://www.jccmi.edu) , under 'Quick Links' choose "Drop Classes". If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. The instructor cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

### **Incomplete**

No incomplete grades will be given in this class except under extenuating circumstances and if the student has completed at least 75% of the work and has a grade of at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

### **Audits**

Students who do not wish to receive a grade from the course may opt for an "audit," which means they will not receive a grade. They may turn in their work and take tests for evaluation. Students who sign up to "audit" and now wish to receive a grade must contact the Registrar's Office at main campus or personnel at the extension centers by **the drop/add date** listed in Academic Calendar within this syllabus.

### **Extra Help**

Tutors (plus additional services for academic success) can be accessed by calling 517-796-8415 or by stopping by the Center for Student Success, Bert Walker Hall. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

### **Attendance and Participation Policies**

Since regular attendance/participation is necessary for successful college work, students should be present on a weekly basis and should be submitting their work. Student work will be evaluated on effort and accuracy. If you miss work, you may still submit the work for evaluation as long as it is submitted within one week of the due date—remember work submitted over one week late will not be accepted for credit. Participation is important to your success in this course. Up to three times, I will review your progress and provide feedback, accessible via e-Services as follows:

### **Academic Honesty Policy**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. Plagiarism is the failure to give credit for the use of material from outside sources. Cheating means obtaining answers/material from an outside source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors will document instances of academic dishonesty in writing to the Dean of Faculty. In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in Student Rights and Responsibilities (student handbook) and the faculty Master Agreement.

### **Copyright Guidelines**

Feel free to visit a Web site of interest, but **do not upload any copyrighted material in JetNet** — anything from an article to a cartoon—without the permission of the copyright owner. **YOU MUST CREDIT THE AUTHOR OR ARTIST AT ALL TIMES.**

### **Collaboration**

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

### **Consequences/Procedures**

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors should document instances of academic dishonesty in writing to the dean of faculty. Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class.

### **Discussion Forum + Critique Guidelines**

A critique (or crit) is an assessment of your work. Assessing your solution forces you to evaluate how well you used the design medium and to see if you fulfilled your objectives. Use the following guidelines to evaluate the work during a critique:

- 1) Does the composition meet the stated objectives?
- 2) How well does the solution fulfill the stated objectives?
- 3) Are the design choices appropriate for the purpose or goal of the project?
- 4) Is the composition visually compelling? How could it improve? (avoid using the approach, "I think")

- 5) Does the composition accomplish its call to action?
- 6) Under no circumstances will one resort to attacking another in the forums. Always operate out of respect and in the spirit of helping others to succeed.

### **Classroom Participation & Etiquette**

Participation in Forums must show engagement, adequate thought and be written using proper grammar.

Online participation is measured and reports can be pulled to show whether the student has been remaining on track and viewing/submitted assignments. All classmates are to be treated with respect, in the Online Forums. Within the Online Forums, feel free to be casual, yet respectful.

### **Student Appeal Process**

In the event of a dispute, both students and faculty should follow the Conflict Resolution Policy. This policy is represented in Student Rights and Responsibilities (student handbook) and the Master Agreement.

### **General Education Outcomes & Essential Competencies**

Because the vision of Jackson College includes a variety of educational, cultural and economic goals, the general education requirements involve both traditional intellectual pursuits and practical skill development. As the general education requirements are designed to ensure breadth and depth of knowledge, they are met through carefully designed programs of study. Programs of study help students meet these goals by addressing each of the skill areas identified in the **General Education Outcomes**. These are skills which the Jackson College Board of Trustees has determined students should develop or enhance while enrolled in the college. This course will assess for the following:

#### **GEO 6 – Understand aesthetic experience and artistic creativity**

In addition to the GEOs, the college is committed to helping students develop three **Essential Competencies**. These skills are embedded in each program of study, and are shaped by the program focus and the pathway within which the program is hosted. This course will assess for the following:

#### **Essential Competencies**

1. Think critically and act responsibly
2. Work productively with others, recognizing individual contributions to group success
3. Exhibit technological literacy

#### **Caveat**

There may be things that would require revisions to the syllabus or calendar. For example, severe weather, causing cancellation of classes or instructor illness causing changes in the calendar. Other events may affect the course calendar including typing errors or a due date that must be changed. In any case, the entire class will be notified of any changes to the syllabus or calendar.