



# 2015 - 2016 CAD CLASS CONTRACT

STATEN ISLAND TECHNICAL HIGH SCHOOL – MARK ERLLENWEIN, PRINCIPAL



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Welcome to our CAD class. C.A.D. is an acronym for Computer Aided Design. In this course we will explore software used by engineers, architects, digital media artists and any other industry where precise design in two or three dimensions is required. The course will lead to a widely accepted real industry certification known as Certiport AutoCAD certification. We will primarily be using AutoCAD in the Fall. In the Spring we will explore cutting-edge software in 3D technical design and media such as Revit, Inventor, and 3D Studio MAX or Maya. Additional programs in the Autodesk design suite and other related design programs will support those mentioned. The class will be of great value, challenging at times, and fun.

## TERM GRADING POLICY

### Design Projects and Assessment - 85%

- Projects will be worked on in class and have varying weights depending on their complexity and duration. The value of each project relative to others will be clearly explained when the assignment is introduced to the class. For example, a large project could be worth 100 points versus a small project only weighing 25 points.
- Projects must be completed and submitted in a timely manner. Missing work will result in large grade reduction.
- There may be an occasional “quiz” or quick assignment in class to assess skills, usually at the end of a unit. It will also carry a weight and factor into the grade.

### Classwork, Participation, and Management - 15%

- Keep up with your work; there will always be something needs to be designed!
- Students are encouraged to share design tips and techniques with each other.
- Asking and answering questions during demonstration time is encouraged
- File maintenance and portfolio management. Your body of work will grow and possibly be used professionally.

### Certiport Certification

- During the year we will practice skills required to complete the AutoCAD Certiport certification. Becoming certified will be part of this course. The exam will be administered during the year in class.

**Cumulative Grading:** All three marking periods of the Fall/Spring terms will be cumulative.

\*\*\* Note that no regular homework will be assigned, but sometimes we will ask you to do some research for an upcoming project. We expect that you will always be up to date with your tasks.

## GENERAL COMPUTER LAB AND CLASS GUIDELINES

- **Password:** If you need one it is for you and nobody else. It protects your work and you may not share it with anyone.
- **Copying / Misrepresenting Work / Academic Dishonesty:** This will carry heavy penalty and could result in failure of all involved students including the supplier. We can and will track all your steps.
- **Internet usage in the room is highly restricted and monitored:** You will be limited to accessing just a few necessary sites.
- **Software / Hardware:** Tampering with the equipment in any way is unacceptable. Tell me of any damage or issues immediately.  
\*\*\*There is a more passionate and flavorful explanation of this on the next page\*\*\*
- **Stay Connected:** We will use a class website ([www.abbubaca.com](http://www.abbubaca.com)), Google Apps, PupilPath, and other materials (more to follow).
- **Free / Lunch Periods:** Arrangements can be made to come to class to complete projects during other periods, details in class.
- **Respect Everyone:** Treat fellow classmates with respect. **Bullying** is not a part of learning process and **will not be tolerated**.
- **Keep Our Room Clean:** No drinks, food, candy or gum is ever allowed. The operation of the equipment is vital to our class.

*NOTE: Our classroom procedures for day to day activity will be changing as the availability of technology changes. We will continuously look to improve your experience in our class. Please be patient and extra aware during the transitional periods.*

## GENERAL DESIGN / DRAWING GRADE EXPLANATION

Think of every project starting with a grade of 100 points, regardless from its weight to the class average. Deductions from the grade can result from various inaccuracies, mistakes, or lack of effort. Sometimes you may be compared to others as well, as you would in a professional community. The severity of a deduction will depend on the focus of the project. For example, a mistake in a *title block* (project information) early in the year may result in a small point loss; later in the year it would result in a much larger loss because it demonstrates continued lack of mastery. Examples of deductions would be demonstrating poor techniques, sloppiness, ignoring line/text/symbolic conventions, incomplete work, extra objects, poor organization, etc. It is impossible to list everything. When a project is introduced and during the course of the development, listen to teacher for explanations regarding the focal points of the project and the goals of the project. Many times there will be a posting online or project sheet with each assignment. Always ask questions if you are confused (before the project due date). Follow directions and continue to build your knowledge and your grades will be stellar. More importantly, you'll be great with CAD programs. Here is a general guide...

- **100** Perfect – Yes it means perfect, with miraculous exceptions.
- **95** Excellent – A few errors that are mostly minor.
- **90** Good – More significant errors.
- **85** Satisfactory – A large amount of errors and possibly missing some detail.
- **75** Weak / Lackluster / Meh – Obvious errors, missing details, and low-level effort.
- **65** Terrible / Embarrassing – Acceptable at the lowest possible level.
- **0 – 55** Failure / Garbage – Long overdue and/or horrible work worthy of losing a job.

The final word on equipment... I took over the PC lab in 237 in the 2014/2015 school year. The equipment stopped working early in the year. With the help of a small team of people I built our 237 CAD lab from garbage and waxy dust to greatness. I actively sought funding sources, chose the hardware, installed the computers, installed the software, built the network, and even restored the furniture in the room. With trusted help I continue to maintain everything in beautiful condition. If you tamper with the machines, room, or software in a malicious or even a fun way, there will be zero tolerance. You will lose computer privileges, your grade will drop, and I will advocate for your removal from our CAD program. Grrrr with fangs.

The purpose of this contract is to provide you with a clear understanding of our class procedures. Adhering to the content of this contract will lead to a learning experience that is both valuable and enjoyable. It is important to me that we work together to ensure that every student has a successful experience in our classroom. Every student will be treated with respect by me and their fellow students to promote a learning environment that is open and unrestrictive. The contents of this class contract are based on our accepted set of school rules and standards that help keep our classroom safe, effective, and fun.

It is important to understand that we are responsible for our own actions and the consequences of those actions. We must maintain an open channel of communication with each other during the course of the year. Please feel free to contact me to discuss this contract or anything about the class. The goal of our class is to provide students with the opportunity to succeed and learn. **Every student has the ability to succeed.** If the student is in need of help or has any questions at all, urge them to let me know about it. I will probably will be available for them other periods to answer any questions they may have. Email is the preferred form of communication. I will be checking email at least once a day.

Please keep this contract where you can reference it during the year. Please fill out the bottom of this contract and return it to me. Thank you for your cooperation. We are looking forward to a great year together.

Respectfully Yours,



Mr. Joseph Buro

[www.abbubaca.com](http://www.abbubaca.com)

[joseph.buro@sitechhs.com](mailto:joseph.buro@sitechhs.com)

[jburo@schools.nyc.gov](mailto:jburo@schools.nyc.gov)

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We have read and understand all of the information in this contract, and we agree to the terms presented in it.

Student Name (Print): \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Return this to your CAD teacher please.*