PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

CIDD PROJECT/INTERNSHIP
CID 2300

Class Hours: 2.0  Credit Hours: 4.0
Laboratory Hours: 6.0  Date Revised: Fall 2001

Catalog Course Description:

The student and the instructor identify a project or outside work experience to be completed by the student. The student is expected to produce sketches, working drawings, details, sections, auxiliary views, etc. as required to completely describe the project to the instructor.

Entry Level Standards:

Students must have at least 20 hours of CID credits. Familiarity with word processor and spreadsheet is required. Standard English usage is required.

Prerequisites:

Department head approval, second-year standing

Textbook(s) and Other Reference Materials Basic to the Course:

As required to complete project(s).

I. Week/Unit/Topic Basis:

The student/intern shall determine a work schedule to afford a minimum of 100+ hours on the project(s) that are to be accomplished during the semester (15 weeks). It is the intern's responsibility to advise the supervisor if the scheduled hours cannot be maintained. A weekly conference is required with an advisor. Students signed up for Co-op will be expected to write a proposal and summary of co-op experience.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Definition</td>
</tr>
<tr>
<td>2</td>
<td>Excel Spreadsheet</td>
</tr>
<tr>
<td>3</td>
<td>Excel Spreadsheet</td>
</tr>
<tr>
<td>4</td>
<td>Internet Resources</td>
</tr>
<tr>
<td>5</td>
<td>Work on Project</td>
</tr>
<tr>
<td>6</td>
<td>Work on Project</td>
</tr>
<tr>
<td>7</td>
<td>Work on Project</td>
</tr>
<tr>
<td>8</td>
<td>Mid-Semester Review</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Relate to realistic work experience. I,II,III,IV

B. Identify and pursue individual interests. II

C. Apply skills and knowledge acquired in previous classes. I,II,III,IV

D. Define requirements for at least one project. IV

E. Develop a schedule to complete the project. II,IV

F. Use Internet, library and other resources. III

G. Present work for mid-semester and at end of semester review. IV

*Roman numerals after course objectives reference goals of the CID program.

III. Instructional Processes*:

Students will:

1. Use a CAD application to create a related set of parts and drawings. Technological Literacy Outcome

2. Import graphic files, scale to standard industry requirements and use to generate standard details. Numerical literacy, Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Active Learning Strategy

3. Use standard industry reference materials in electronic format. Technological Literacy Outcome, Communication Outcome, Active Learning Strategy, Information Literacy Outcome

4. Use CAD applications to create an assembly drawing. Technological Literacy Outcome, Active Learning Strategy

5. Use dimensioning tools to completely and properly dimension final drawings as well as use annotation tools to completely annotate final drawing. Technological Literacy Outcome, Communication Outcome, Numerical Literacy Outcome

6. Use word processor and spreadsheet to generate reports and memos and calculations.
Communication Outcome, Active Learning Strategy, Technological Literacy Outcome, Numerical Literacy Outcome

7. Use CAD application to generate plots according to industry standards.

Technological Literacy Outcome, Communication Outcome, Numerical Literacy Outcome, Personal Development Outcome, Transitional Strategy

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Gain the experience of a simulated or realistic work experience A,C,D,E,F,G
2. Seize the opportunity to pursue individual interests. B,C
3. Apply skills and knowledge acquired in previous classes. C
4. Research resources used by industry and apply to their project. F
5. Identify at least one project to complete and plan their work accordingly. B,C,D,E,G
6. Produce professional quality drawings or models. C,D

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation Procedures:

--All communication will be handled in a professional manner. Verbal agreements will be followed up with written confirmation, which may be in memo format. Written communication shall be typed and in acceptable business format following Standard English usage and minimum of spelling errors. It is the responsibility of the student to produce confirmations and communication documents unless otherwise agreed to by the supervisor.
--Written proposals and reports will be required.
1. Project proposal shall be submitted to supervisor.
2. Description of project shall be submitted. Expand on project proposal. Include anticipated drawing files, animations, renderings etc.
3. Proposed schedule of drawing completion.
4. Documentation of research via Internet, library sources and Professionals shall be submitted.
5. Supervisor must approve revisions, change of scope, extensions or other changes.
--A mid-semester review of all projects will be required.
--An end-semester review of all projects will be required. Supervisor shall set date and time. The project must be turned in on due date in neat, orderly format on printed or plotted hardcopy as well as electronic medium.
--Use of other support software such as word processors, database, spreadsheets, or programming languages) is required. Reports shall be generated using a word processor. A spreadsheet application will be used to generate weekly timesheets.
--A portfolio of past student work will be turned in as part of the class work.
--A file will be opened with the placement office. Mock interviews and other job finding aids will be attended as scheduled.
--Project will consist of at least one fully dimensioned and detailed drawing. If the project is of mechanical parts GDT will be used as the dimensioning system.
--All documentation (proposals, contracts, submittal, drawing reviews, work records, etc.) must be submitted for the end-semester review. The course grade will be determined primarily on the basis of the supervisor's evaluation and the timely completion of the project(s) as specified by the progress schedule. The final review will be by CIDD faculty.

Grade Breakdown:

1. Class requirements and options/Required for grade:
   Written communication: (5%-10%): Proposal letter, Project description, Project research; Other communications
   Weekly appointments/reviews: (10-20%)
   Weekly timesheets: (5%)
   Mid-semester review presentation: (5%)
   Project: (50% - 75%)
   End-semester review presentation: (5%)
2. Required not graded: Placement file, Mock interview
3. Optional graded:
   Other applications: (5% - 20%): spreadsheet, database
4. Special Graphics: (5% - 50%): Rendered images, Animations, Board drawings
5. Optional not graded: CIDD representative, Club participation, Tutoring

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91 - 95</td>
</tr>
<tr>
<td>B+</td>
<td>86 - 90</td>
</tr>
<tr>
<td>B</td>
<td>81 - 85</td>
</tr>
<tr>
<td>C+</td>
<td>76 - 80</td>
</tr>
<tr>
<td>C</td>
<td>71 - 75</td>
</tr>
<tr>
<td>D</td>
<td>61 - 70</td>
</tr>
<tr>
<td>F</td>
<td>Below 61</td>
</tr>
</tbody>
</table>

VI. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent.