

### CATALOG DESCRIPTION

Methods of mapping, modeling, communicating and visualizing spatial features. Includes boundary and topographical features, attributes, site modeling, site development and mapping using computer-aided mapping and design features.

<b>INSTRUCTOR</b>	<b>Office</b>	<b>Phone</b>	<b>Email</b>
Justin Harris	Plant City, PEPC Bldg, Rm 111	813.757.2183	<a href="mailto:justin98@ufl.edu">justin98@ufl.edu</a>

<b>TEACHING ASSISTANT</b>	<b>Location in Reed Laboratory</b>	<b>Email</b>
Jonathan Cotugno (HW/Quizzes)	GSA Office, Rm 310	<a href="mailto:jcotugno@ufl.edu">jcotugno@ufl.edu</a>

Lecture Time/Location: Tuesday period 6 (12:50 – 1:40 PM): Reed Lab, Rm 302 & via Polycom\*  
 (No lectures, Thursday unless specified)

Lab Time/Location: Tuesday periods 8-10 (3:00 – 6:00 PM): Reed Lab, Rm 308

Office Hours (Harris): Wed. (2:00 – 4:00 PM) & Thurs. (3:00 – 4:00 PM) or by appointment  
 By phone, email, or Adobe Connect\*\*

Website: <https://lss.at.ufl.edu> (e-Learning in Canvas)

### COURSE OBJECTIVES

At the conclusion of this course, the student will be able to:

- Produce readable graphic communications using AutoCAD software
- Develop intelligent drawings by attaching attributes to graphic objects
- Solve geometric construction problems using graphical methods
- Performing the necessary AutoCAD tasks required of an entry level surveyor

### COURSE RESOURCES

#### RECOMMENDED TEXTBOOKS

- None.

#### ADDITIONAL MATERIALS

- A headset & microphone are highly recommended for use with Adobe Connect<sup>1</sup>. A web link to Adobe Connect meetings will be provided through the e-Learning course site.
- Reading and multimedia assignments will be issued as needed

### LABORATORY ATTENDANCE

There will be no mandatory laboratory sessions. Any required office hour lab sessions will be scheduled with the instructor and conducted by using Adobe Connect virtual classroom. (Please see '[Using Adobe Connect](#)' section.) Students can log on to the system from any computer by clicking on the course link provided through e-Learning.

---

\* Polycom is a video conferencing system used to facilitate class lectures. Lectures via Polycom will be recorded and available for ONLY two weeks after the lecture date.

\*Adobe Connect is a software program used to conduct virtual meetings. See "[Using Adobe Connect](#)" section in this syllabus.

**GRADING**

GRADING ITEM	POINTS	DESCRIPTION
Lecture Quizzes	12 @ 10 pts (120 pts total)	Online quizzes through e-Learning. Please see ‘Quizzes’ section for more details.
Midterm Exam	50 pts	October 23 <sup>rd</sup> . <b>Online exam.</b>
Homework Projects	12@20 pts + 1@40 pts (280 pts total)	14 HW projects. Final Project (14 <sup>th</sup> Project) is worth 40 pts. Lowest project grade gets dropped, excluding the 40 pt Final Project.
Final Exam	100 pts	December 16 <sup>th</sup> (5:30 – 7:30 PM) <b>Online exam.</b>
Total =	550 pts	Total Possible Points

**GRADING SCHEME**

The final course grade is calculated by dividing the cumulative points received by the total possible points. The instructor reserves the right to make modifications to the grading scheme as necessary. Final course are based on the + and – grading scale encouraged by UF. Final grades may be curved. For more information about the grading system, please visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
<b>Corresponding Course Score</b>	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	45-49	0-44
<b>Grade Points</b>	4	3.67	3.33	3	2.67	2.33	2	1.67	1.33	1	0.67	0

**HOMEWORK PROJECTS AND QUIZZES**

A series of instructional videos are used to teach the necessary tasks for completing each week’s homework project. At the conclusion of each week’s video lectures, an online quiz in e-Learning needs to be completed. Each week’s quiz will be available at the beginning of the week, typically Monday or Tuesday. Each quiz closes at 6:00 am on Monday. There are no provisions for making up a missed quiz. Exceptions will be made only for extenuating circumstances. A missed quiz will result in no credit. Each quiz can only be taken once.

Each homework project deliverable must include the necessary dwg file, pdf, and/or assignment feedback. These deliverables and their associated quizzes are due on Monday at 6:00 am of the week following the lab activities. For example, week 2 AutoCAD Basics are scheduled for the September 2<sup>nd</sup> Tuesday lab. The homework project will be due on Monday September 8<sup>th</sup> at 6:00 am. The assignment feedback instructions and a grading rubric will be detailed with each homework project.

**All homework projects are to be completed individually.** Any student found duplicating another student’s work (past or present) will automatically receive a zero grade for the assignment. If current students are involved, all involved students, those giving and receiving, shall receive a zero grade for the assignment. For additional information, please see the Academic Honesty Policy section of this syllabus.

**LATE POLICY**

Any homework project turned in after the given deadlines will not be accepted except for extenuating circumstances. For extenuating circumstances, a student’s late assignments may be considered only when the student prepares, in writing: 1) a standalone, professional report (MSWord document or pdf, not an email) documenting what is being turned in late, 2) the reason(s) for why the work is late, 3) any future preventative methods for not being late, and 4) any other details pertinent to the situation. If the four items above are not complete, the report and late work will not be considered. Any late reports must be submitted, in person or via email to the instructor of record, within one week of the original due date of the late work.

## FINAL EXAM

The final exam for the course is scheduled for December 16<sup>th</sup> from 5:30 PM to 7:30 PM. The final exam is cumulative, covering the topics from the entire semester.

## ATTENDANCE

Lab attendance is **not** mandatory. Students are encouraged to participate during lectures in which the instructor is present. These sessions typically include examples of homework projects with critiques, question answering, and general hints and tips. Those students who choose to attend are usually perform higher on the homework projects, quizzes, and exam.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with the university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

## USING ADOBE CONNECT SOFTWARE

Lab sessions and office hour meetings (per request) will be conducted using **Adobe Connect** web conferencing software. The software is accessed by clicking a link posted by the instructor through e-Learning. The instructor will schedule the sessions and post the link to you earlier in the semester. You should click on the link each time you need to join the GIS or office hour sessions.

The following [link](#) explains how to participate in Adobe Connect meetings/sessions. Adobe Connect only requires an internet connection, a web browser, and Adobe Flash Player version 10.1 or higher. Adobe Connect supports nearly any operating system including Windows, Macintosh, Linux and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, Safari, and Chrome. A microphone is needed to communicate with the instructors and the students attending the session.

## ACADEMIC HONESTY POLICY

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

## SOFTWARE USE

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

**SCHEDULE OF TOPICS**

Week	Tuesday of the Week	Topic	Due Date – HW Project/Quiz
1	Aug. 26	Course outlines – Introduction – AutoCAD layout	None
2	Sept. 2	AutoCAD Basics	Project #1 Monday, Sept. 8 – 6:00 AM
3	Sept. 9	Basic Drafting, Editing, and Plotting	Assignment #2 Monday, Sept. 15 – 6:00 AM
4	Sept. 16	Geometric Drafting (COGO- Coordinate Geometry)	Assignment #3 Monday, Sept. 22 – 6:00 AM
5	Sept. 23	2D Orthographic Drawing	Assignment #4 Monday, Sept. 29 – 6:00 AM
6	Sept. 30	Dimensioning and Text	Assignment #5 Monday, Oct. 6 – 6:00 AM
7	Oct. 7	Templates, Title Blocks, and more Plotting	Assignment #6 Monday, Oct. 13 – 6:00 AM
8	Oct. 14	Blocks	Assignment #7 Monday, Oct. 20 – 6:00 AM
9	Oct. 21	Midterm(October 23) / Introduction to 3D Modeling	<b>Oct. 23 – Midterm Exam</b> Assignment #8 Monday, Oct. 27 – 6:00 AM
10	Oct. 28	3D Modeling	Assignment #9 Monday, Nov. 3 – 6:00 AM
11	Nov. 4	Section Views and Dimensioning	Assignment #10 Monday, Nov. 10 – 6:00 AM
12	Nov. 11	Introduction to Civil 3D <b>(Veteran’s Day – No Classes)</b>	Assignment #11 Monday, Nov. 17 – 6:00 AM
13	Nov. 18	Civil 3D – Points	Assignment #12 Monday, Nov. 24 – 6:00 AM
14	Nov. 25	Civil 3D – Import Points	Assignment #13 Monday, Dec. 1 – 6:00 AM
15	Dec. 2	Civil 3D – Point Styles & Label Styles	Assignment #14 Monday, Dec. 8 – 6:00 AM
16	Dec. 9	Review	<b>Final Exam: December 16 (5:30 PM – 7:30 PM)</b>

## ADDITIONAL GAINESVILLE CAMPUS RESOURCES

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling and Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance. The Counseling and Wellness Center is located at 3190 Radio Road (across from Bledsoe Drive).

- **For Emergencies: Dial 9-1-1**
- *UF Counseling and Wellness Center*, 3190 Radio Road, (352)392-1575, [www.counseling.ufl.edu](http://www.counseling.ufl.edu)
- *Career Resource Center*, First Floor J. Wayne Reitz Union, (352) 392-1601, [www.crc.ufl.edu](http://www.crc.ufl.edu)
- *Crisis and Emergency Resource Center (CERC)*, Fourth Floor of Peabody Hall, (352) 392-1575 (ask for the CERC receptionist), <http://www.counseling.ufl.edu/cwc/cerc-crisis-and-emergency-services>
- *University Police Department*, Building 51, Museum Road. (352) 392-1111, <http://www.police.ufl.edu>

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

## ONLINE COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

## INSTRUCTOR EXPECTATIONS

### EMAIL ETIQUETTE

Prepare emails as you would in a professional setting. The level of your communication is a direct reflection of your professionalism. To start, emails should have an appropriate subject, I prefer "SUR3103 – Subject of email." Explain the purpose of the message using proper capitalization and punctuation. No text messages please. You can use Canvas or my ufl.edu address when sending me emails.

When emails are prepared correctly, I can normally respond within 1-2 business days and sometimes even on weekends. Please try to avoid last minute emails, as I might not be able to respond to you before the deadline of an assignment, quiz, or exam.

### PARTICIPATION

I encourage class discussion and questions. My belief is you learn more from doing something wrong than by doing it right. Do not be afraid to ask questions or interject with your own personal experience about current class topics.