

Northeast Wisconsin Technical College

Land Acknowledgement Statement

The region served by NWTC **occupies the ancestral home** of the Menominee Nation, who have **persisted here** in Northeast Wisconsin from **before recorded history** to the present day. The College's Green Bay campus exists **upon lands ceded from the Menominee Tribe to the Oneida Nation**. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations as are the **lands of all First Nations People**.

See more detail at <https://tinyurl.com/244wh3xf>

BLUEPRINT READING INTRO SYLLABUS

Catalog #10-403-100 & Class # 81833

Starts: August 14, 2023 Ends: October 9, 2023



INSTRUCTOR INFORMATION & RESPONSIBILITIES

Instructor	John Hippensteel, PE
Office	EE101 Cubicle G
Telephone	(920)559-3337
Email	John.Hippensteel@NWTC.edu
Availability	Please make an appointment. Feel free to call, email, or text message.

As a NWTC instructor, I am expected to:

- *Maintain a professional, safe learning environment while adhering to the policies of the college.*
- *Provide open and frequent communication with learners regarding their progress in this class.*
- *Reply to communications within 48 business hours.*
- *Grade assignments and post scores in Blackboard regularly.*
- *Provide feedback to guide learners toward improvement of their coursework.*
- *Post information about assignments in Blackboard Learning Plans and Grade Center.*
- *(In the event of a college level cancellation) Communicate with learners a detailed plan regarding expectations for responding to the cancellation within 24-hours.*

CLASS INFORMATION

Class Schedule & Class Meeting Location: This class meets on the following days/times:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:30AM - 12:15PM EE116 & OnLine						

Class Delivery Mode & How to Participate: This class meets in person. For a definition of this delivery mode, please see information on the [Ways of Learning](#) page. For a detailed explanation of class participation and expectations, please see the Attendance & Participation section.

Course Description: This course provides the knowledge, skills, process and understanding of site plans, footings and foundations, floor plans, elevations, below-grade piping, above-grade piping, isometric piping diagrams, schedules and details, electrical systems, electrical floor plans, lighting, ventilating, and air conditioning.

Credits: 1

Pre-requisites/Corequisites: none

Textbooks: PRINTREADING for Residential Construction, 6th Ed, American Technical Publishers, Inc.

Supplies/Technology: The textbook for this course includes building plans that we will use in class. Access to a computer for accessing CANVAS, websites, Sketchup, as well as word processing and spreadsheet apps like Microsoft Word, PowerPoint, and Excel.

Course Competencies: Upon successful completion of this course, you will be able to:

1. Determine the role of architectural and engineering drawings in industry.
2. Extract information from a blueprint set title and symbol pages
3. Interpret Construction Drawings
4. Interpret section, auxiliary views and detail drawings.
5. Interpret product specifications

Employability Skills: In addition to specific job-related training, NWTC has identified the following transferrable employability skills reaching beyond the context of a specific course:

1. Communicate Effectively
2. Work Cooperatively and Professionally
3. Think Critically and Creatively
4. Solve Problems Effectively
5. Value Individual Differences and Abilities
6. Demonstrate Personal Accountability
7. Demonstrate Community and Global Accountability

Student Services to Support You:

Being in college is an exciting time to develop skills, further your career path, and build community. We don't want financial challenges to get in your way! Our team is ready to support basic needs such as groceries, housing assistance, transportation assistance, and more. Our goal is to keep you on track with your studies and educational goals. If you are experiencing a financial emergency or an unexpected event in your life, let us help. Support services are available at all NWTC locations. Our main office is located on the Green Bay campus in SC133. We can be reached by phone (920) 498-6258, email supportservices@nwtc.edu or in-person. For more information, please visit us at www.nwtc.edu/student-experience/student-support-services.

Additionally, NWTC provides many services and support networks to assist our students. Descriptions of these services can be found in the NWTC Student Handbook or at www.nwtc.edu/students. We encourage you to learn about the resources available to you, ranging from student involvement and personal counseling to academic, financial aid, or career advising. When you are looking for services, please contact your instructor or academic advisor via Starfish, or by calling (920) 498-5444.

Academic Coaching (Tutoring) at NWTC: Academic Coaching provides an additional layer of support to ensure students achieve their academic goals. Academic Coaching is committed to serving all students as an academic resource to promote student growth and success. Students who use Academic Coaching receive content help,

but also gain study skills, organization skills, time management, and confidence. We understand that school can be challenging; let us help you reach your academic goals at www.nwtc.edu/academiccoaching

NWTC ALL-COLLEGE POLICIES

These policies are in effect for all classes at NWTC.

This syllabus is a learning contract between you and your instructor. In addition to your syllabus, there are policies and procedures listed in the NWTC Student Handbook that all students must uphold. Please refer to the NWTC Student Handbook to raise your awareness and understanding of the College's expectations.

[NWTC Student Handbook](#)

- [Academic Integrity \(includes Plagiarism, cheating and collusion\)](#)
- [Drop from a Class or Program](#)
- [Student Academic Grievance](#)
- **Discrimination and Harassment Prevention:** NWTC is committed to embracing the worth of every individual and promoting a respectful environment. Discrimination and harassment of protected categories in its employment and educational programs is prohibited. For questions or concerns, contact Mohammed Bey, Chief Diversity Officer, by email at mohammed.bey@nwtc.edu or by phone at (920) 498-6826.
- **Disability Act Statement:** NWTC is committed to creating a learning environment that meets the needs of its diverse student body. NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. If you have a disability, please call Disability Services at (920) 498-6904 to begin a conversation regarding the support services available to you or to request an official accommodation.
 - [Accessibility & Data Privacy](#)

Student Academic Calendar: Visit [Academic Calendar page](#) for important College dates you should add to your personal calendar.

CLASS SPECIFIC POLICIES

In addition to the college policies referenced, the following instructor policies also apply to this course.

Attendance and Participation: We learn from each other in an interactive, real-time format, and we need to make the most of this opportunity. Responsible participation includes preparing for class, attending each class, contributing positively to class discussions and other activities, turning in assignments on time and following the course calendar. Please limit side conversations during class lecture/discussions.

Estimated number of hours required to be successful in the class, (class hours and outside hours for homework, readings, etc.) The amount of time you spend on reading, completing course assignments and activities will differ. Weekly, students should expect to spend three to six hours outside of the class time studying and completing online activities.

Technology Skills & Assistance: Assignments and activities in this course will use word, presentation and spreadsheet apps like Microsoft Word, PowerPoint, and Excel.

Research Help

Find resources through [Library Search](#), the [online databases](#), or your [program guide](#). Visit the [Ask a Librarian FAQ site](#) to contact librarians, explore the [Research Skills Tutorial](#), or learn to [Cite Sources](#).

Technology Help

Get technical assistance by calling the Student Help Desk at (920) 498-6900 or 1-866-235-5037.

Learn more about the technology skills needed to be successful at NWTC (such as sending email, using software for assignments, submitting online work, and using test monitors) by watching the [Technology 101 video series](#) or visiting the [Ask a Librarian FAQ site](#).

Find out how to [Download Office 365 for Free](#) and access [Off-Campus Software](#). Learn how to [borrow equipment from NWTC](#).

Appropriate Use of Technology in Class: Please silence cell phones and other electronic devices to minimize distractions (to yourself or others) in class. If you have important matters to attend to while in class, please ensure video and sound are turned off while you handle those issues. You may use a laptop for taking notes and class-related work (please do not conduct non-class-related Web surfing in class).

Campus Closure Day(s) Procedure: In the event of a campus closure, we will still likely have class! If a campus closure is announced, please check your email and Blackboard announcements for a message that will indicate how we will conduct class. If campus is closed we will most likely meet via WebEx, <https://nwtc.webex.com/meet/jenny.brinker>.

Syllabus Changes: Instructors retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues. Students will be informed as soon as a change is made. A current copy of the course syllabus will be maintained by the division office.

Grading Policy:

You can earn full credit for an assignment by submitting it in Blackboard by the assigned due date. If you submit an assignment late but within 7 days of the due date, you can earn up to 100% credit. After 7 days, you will not earn any credit.

Grading Scale:

Scale	Grade
91-100	A
81-90	B
71-80	C*
51-70	D
0-50	F

* C is the minimum passing grade for this class for Energy Management, Solar, and other other program requiring this class.

Course Calendar:

CLASS
#81833

COURSE CALENDAR CHECKLIST:

Intro to Blueprint Reading

Learning Path in Blackboard > CLASS MATERIALS > Learning Plans

BLACKBOARD Learning Plan	ASSIGNMENTS AND ACTIVITIES	COMPETENCIES ASSESSED	EMPLOYABILITY SKILLS ASSESSED	POINTS	DUE DATE By 11:59 pm on the dates listed below
1	Check Box When Assignment is Submitted			LP TOTAL POINTS = 30	
Blueprint Introduction	<input type="checkbox"/> Chapter 1 Thoughts and Reflections	1	1, 2, 3, 4, 5	10	8/21/23
	<input type="checkbox"/> Hand-drawn and Visio Sketches	2, 4	1, 2, 3, 4, 5	20	8/21/23
2	Check Box When Assignment is Submitted			LP TOTAL POINTS = 20	
Looking at Blueprints	<input type="checkbox"/> Stearns Residence	2, 3	1, 2, 3, 4, 5	20	8/28/23
3	Check Box When Assignment is Submitted			LP TOTAL POINTS = 15	
Symbols & Abbreviations	<input type="checkbox"/> P. 106-107	2	1, 2, 3, 4, 5	15	9/4/23
4	Check Box When Assignment is Submitted			LP TOTAL POINTS = 10	
Beyond the Building: Surveys, Plots	<input type="checkbox"/> P. 127 & "Base Case" for Final Project	2, 3	1, 2, 3, 4, 5	10	9/11/23
5	Check Box When Assignment is Submitted			LP TOTAL POINTS = 20	
Floor Plans	<input type="checkbox"/> P. 143 & 153-154	2, 3, 4	1, 2, 3, 4, 5	20	9/18/23
6	Check Box When Assignment is Submitted			LP TOTAL POINTS = 25	
Elevations & Building Designs Sectional Views	<input type="checkbox"/> P. 171-172	2, 3, 4	1, 2, 3, 4, 5	10	9/25/23
	<input type="checkbox"/> P. 190 & Green Alternative	2, 3, 4	1, 2, 3, 4, 5	15	9/25/23
7	Check Box When Assignment is Submitted			LP TOTAL POINTS = 35	
Details & Special Features Foundations, Framing & Finishes	<input type="checkbox"/> Details, P. 212, 214, Final Project details	2, 3, 4	1, 2, 3, 4, 5	20	10/2/23
	<input type="checkbox"/> P. 243-246, Final Project specification sheets	2, 3, 4, 5	1, 2, 3, 4, 5	15	10/2/23

BLACKBOARD Learning Plan	ASSIGNMENTS AND ACTIVITIES	COMPETENCIES ASSESSED	EMPLOYABILITY SKILLS ASSESSED	POINTS	DUE DATE By 11:59 pm on the dates listed below
8	Check Box When Assignment is Submitted			LP TOTAL POINTS = 60	
Electrical, Plumbing & HVAC	<input type="checkbox"/> Visio, P. 273-275	2, 3, 4	1, 2, 3, 4, 5	10	10/9/23
Final Project	<input type="checkbox"/> Final Project Specification	1, 2, 3, 4, 5	1, 2, 3, 4, 5	50	10/9/23
TOTAL	GRAND TOTAL OF ALL LEARNING PLANS			215	

Student Agreement: After you have read the syllabus, please send your instructor an e-mail with the following statement: *I confirm that I have read and understand the course syllabus and agree to the class policies, procedures, due dates, and all the other information communicated in the syllabus. Thank you.*