



INSTRUCTIONAL PACKAGE

FOR-118

Forest Drafting

Effective Term

Fall 2018

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Forestry Management Technology Department & Program Mission Statement

The mission of the Department, the Programs and its faculty is to support the broader College's goals as detailed above, but also provide a comprehensive silviculturally based environmental education that recognizes the broad multiple uses demanded from the forest environments of South Carolina, the Southeastern United States and the nation.

- We want our graduates to recognize how their daily decisions will have a lasting impact on the social, cultural, economic, and environment fabric of our state, region and country.
- Their natural resource decision making process must be based on the highest professional and ethical standards for the long term protection and promotion of a high demand resource.
- We strive to prepare well trained forest, wildlife and natural resource technicians for both public and private sector employers and promote career opportunities for our graduates.

Part I: Course Information

Effective Term: Fall 2018

COURSE PREFIX: FOR-118

COURSE TITLE: Forest Drafting

CONTACT HOURS: 1 Lecture, 3 Lab

CREDIT HOURS: 1-3-2

RATIONALE FOR THE COURSE:

This course is an introduction to maps, map reading and map scale interpretation and usage. The course lays the mapping foundation for other courses in the curriculum.

COURSE DESCRIPTION:

This course covers principles of technical drawing and technical lettering. It provides the drafting background needed for surveying and map drawing.

PREREQUISITES/CO-REQUISITES: None.

REQUIRED MATERIALS:

No textbook required. Various handouts will be provided by the Instructor. Required Equipment: Drafting Kit (\$40), Engineer's scale (\$5), calculator (\$10) and flash drive (\$10).

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks. [BOOKSTORE](#). Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials. WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:****Module #1**

Materials Covered: Use of Drafting Equipment and Maintenance

***Assessment(s):** Demonstrate basic use and care of drafting tools.
Identify the basic tools of drafting and their use.

Learning Outcomes:

1. Proper set-up and use of drafting equipment.
2. Cleaning and maintenance of equipment.
3. Practice of vertical lettering.

Module #2

Materials Covered: Scale Conversion and Transfer of Drawings between different scales

***Assessment(s):** Demonstrate ability to measure distances in several scales.
Illustrate proper lettering skills.

Learning Outcomes:

1. Convert scales and transfer drawings
2. Identify differences in drafting line construction to provide drawing detail.
3. Identify the basic drafting tools and their use.
4. Measure accurately fractional conversions when constructing drawing lines.

Module #3

Materials Covered: Use of Angles and Measured Distances to describe a property or route.

***Assessment(s):** Distinguish between and accurately measure interior, exterior, and deflection angles.
Improve mapping skills by addition of timber types, roads, drainage, and cultural features to base map developed.

Learning Outcomes:

1. Laying off angles with a protractor.
2. Measuring distances in varying scales.
3. How to position, draw, label and title a drawing of map.
4. Construct a map based on Survey Notes or a Property Deed.
5. Identifying and measure different types of angles.

Module #4

Materials Covered: IDENTIFICATION OF TIMBER TYPES AND LAND FEATURES FOR TRANSFER TO ANOTHER MAP OR DRAWING IN A PREDETERMINED SCALE AND LABEL THOSE FEATURES BY STANDARDIZED MAP SYMBOLS

***Assessment(s):** Demonstrate ability to identify contour interval and land features from topographic maps.

Learning Outcomes:

1. Properly interprets on maps and aerial photos different timber types, land features and man-made objects.
2. Transfer and convert to scale topographic features from a USGS base map.
3. Identify contour intervals on map and the slope of area.
4. Identify and use standardized mapping symbols with proper legend.
5. Use colors and/or hatching codes to identify features on a map or drawing.

Module #5

Materials Covered: CONSTRUCT AND DETAIL "LAYERED" MAPS IDENTIFYING THE VARIOUS FEATURES FOUND ON A PROPERTY USING SURVEY NOTES AND AERIAL PHOTOGRAPHS--COMPUTE THE AREA OF FEATURES

***Assessment(s):** Correctly calculate acreage of features using a Dot Grid.

Learning Outcomes:

1. Identify and map vegetation types and physical features from aerial photographs.
2. Plot boundaries and features on aerial photos and maps using survey notes or a property deed.
3. Compute acreage of said features using the dot grid.

Module #6

Materials Covered: INPUT AND TRANSFER AN AREA'S PERIMETER INTO A COMPUTER AIDED DESIGN OR CAD SYSTEM USING PROPERTY SURVEY NOTES. USING THE CAD SYSTEM
TRANSFER BASIC FEATURES FROM ONE SCALE TO ANOTHER TO DETAIL THE TRANSFERRED MAP.

***Assessment(s):** Demonstrate basic skills in developing a Computer Aided Design (CAD) map using Distances and Bearings.

Learning Outcomes:

1. Become familiar with basic operation of CAD System.
2. Input and transfer property boundary description within the system.
3. Add basic features to property map using the system.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures / artifacts are listed below.

EVALUATION*

Tests	40%
Lab Work	40%
Assignments	<u>20%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

This course follows the College’s grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)).

You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

This course will follow the College's 80% attendance policy. The course is made up of 1 Lecture hours per week and 3 Lab hours per week. Students who miss any combination of missed hours exceeding 20% of the scheduled class / lab time will be dropped from the course with a W or a WF. Students missing a lab session are encouraged to join another section if possible to stay current.

Part V: Student Resources

The Student Success and Tutoring Center (SSTC)



The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:



1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu