



Soules College of Business
Department of Technology

Course Syllabus

Spring 2026

Professor: Dr. Randell Farley

Phone (903) 253-4902

Email: rfarley@uttyler.edu (Preferred method is email)

Office Hours: 2 PM – 6 PM on Tuesday & Thursday and may be held in person or virtually

Course Location: COB 251

Course Time: Tuesday & Thursday 12:30 PM – 1:50 PM

Course Description:

TECH 1303 introduces students to the principles and practices of technical drafting and computer-aided design (CAD). The course emphasizes accurate graphical communication using industry standards. Topics include geometric construction, freehand sketching, orthographic projection, sectional and auxiliary views, dimensioning, tolerancing, and geometric dimensioning and tolerancing (GD&T). Students develop foundational CAD skills used in engineering, manufacturing, and construction disciplines.

Instructional Materials:

Lecture notes and instructional materials will be provided by the instructor and made available through Canvas.

Required Textbook

Engineering Graphics with AutoCAD (2020)

James D. Bethune; Prentice Hall Publishing, Pearson Education, Inc.

ISBN-10: 0-13-556217-1

ISBN-13: 978-0-13-556217-8

Goals/Rationale of the Course

This course is designed to provide students with the foundational skills necessary to create, interpret, and communicate technical drawings using CAD tools and industry standards. Emphasis is placed on accuracy, clarity, and proper use of drafting conventions.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Interpret and create orthographic drawings using standard projection methods
2. Produce accurate two-dimensional CAD drawings using industry drafting conventions
3. Apply geometric construction techniques using CAD tools
4. Create sectional and auxiliary views to fully describe object geometry
5. Apply dimensions and tolerances, including basic GD&T, in compliance with ANSI standards
6. Read and interpret engineering drawings and blueprints

Course Structure

This course is organized into weekly modules that include assigned readings, quizzes, homework assignments, and exams. Skills build progressively throughout the semester, with each assignment reinforcing concepts introduced in previous weeks.

Course Requirements:

Weighted grade distributions / Grading Breakdown (Review the Rubric)

Category	Details	Points
Homework Assignments	13 x 40 points & 1 x 80 Points	600
Quizzes	10 x 10 points	100
Exams	5 x 100	500
Total Points		1200

Reading Expectation:

All assigned readings must be completed before the week in which they are listed. Class time will focus on applying concepts, demonstrations, and problem-solving rather than introducing material for the first time.

Week	Start Date	Task Type	Task Description	Due Date	Points
1	12-Jan	Reading	Read Ch 1: Getting Started	18-Jan	0
		Reading	Read Ch 2: Fundamentals of 2D Construction		0
		Quiz	Quiz 1: Ch 1		10
		Assignment	Assignment 1 (Ch 1 CAD Exercises)		40
2	19-Jan	Reading	Read Ch 3: Advanced Commands	25-Jan	0
		Quiz	Quiz 2: Ch 2		10
		Assignment	Assignment 2 (Ch 2 CAD Exercises)		40
3	26-Jan	Exam	Exam 1: Chapters 1–2	1-Feb	100
		Assignment	Assignment 3 (Ch 3 CAD Exercises)		40
4	2-Feb	Reading	Read Ch 4: Sketching	8-Feb	0
		Quiz	Quiz 3: Ch 3		10
		Assignment	Assignment 4 (Ch 4 Sketching)		40
5	9-Feb	Reading	Read Ch 5: Orthographic Views	15-Feb	0
		Quiz	Quiz 4: Ch 4		10
		Assignment	Assignment 5 (Ch 5 Orthographic Views)		40
6	16-Feb	Reading	Read Ch 6: Sectional Views	22-Feb	0
		Quiz	Quiz 5: Ch 5		10
		Exam	Exam 2: Chapters 3–4		100
		Assignment	Assignment 6 (Ch 6 Sectional Views)		40
7	23-Feb	Reading	Read Ch 7: Auxiliary Views	1-Mar	0
		Quiz	Quiz 6: Ch 6		10
		Assignment	Assignment 7 (Ch 7 Auxiliary Views)		40

8	2-Mar	Reading	Read Ch 8: Dimensioning	8-Mar	0
		Quiz	Quiz 7: Ch 7		10
		Assignment	Assignment 8 (Ch 8 Dimensioning)		40
9	9-Mar	Break	Spring Break – No Class / No Assignments Due		13-Mar
10	16-Mar	Reading	Read Ch 9: Tolerancing	22-Mar	0
		Quiz	Quiz 8: Ch 8		10
		Exam	Exam 3: Chapters 5–6		100
		Assignment	Assignment 9 (Ch 9 Tolerancing)		40
11	23-Mar	Reading	Read Ch 10: Geometric Tolerances	29-Mar	0
		Quiz	Quiz 9: Ch 9		10
		Assignment	Assignment 10 (Ch 10 Tolerancing)		40
12	30-Mar	Exam	Exam 4: Chapters 7–8	5-Apr	100
		Assignment	Assignment 11 (Sectional Orthographic)		40
13	6-Apr	Quiz	Quiz 10: Ch 10	12-Apr	10
		Assignment	Assignment 12 (Ch 11 Sectional View Standard)		40
14	13-Apr	Exam	Exam 5: Chapters 9–10	19-Apr	100
		Assignment	Assignment 13 (Ch 11 Sectional View Metric)		40
15	20-Apr	Assignment	Assignment 14 (Ch 12 Final Applied Drawing)	26-Apr	80
Finals	27-Apr	Exam	No Final Exam	1-May	0

Total Points **1200**

Final Grades:

- A. = 90-100%
- B. = 80-89%
- C. = 70-79%
- D. = 60-69%

Any Grade below 60% is an F

Late Work Policy:

- Late assignments receive a 10% deduction
- Extensions may be granted only for documented emergencies (medical, family crisis, etc.). Any make up course work or exams due to a student not submitting it is considered on a case by case basis. Which means the professor reserves the right to decline make up course work or exams.

Note: The instructor reserves the right to modify the syllabus. All modifications will be communicated to the students in a timely manner

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [TimelyCare](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Military and Veterans Affairs](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Student Business Services](#) (pay or set up payment plans, etc.)
- [UT Tyler Registrar's Office](#) (academic information, forms library, policies, etc.)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with [Military and Veterans Affairs](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools

that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. [Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course\(s\).](#)

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met:* (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military and Veterans

UT Tyler honors the service and sacrifices of our military-affiliated and veterans students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Affairs](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [UT Tyler's Policy 7.01: Family Educational Rights and Privacy Act](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to UT Tyler's [Excused Absence for Religious Holy Days](#) as noted in the Catalog.

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.