Dear Student:

The following information sheet is designed to provide the student and parent(s) with a clearly defined list of requirements for the successful completion of Technical Drawing – TDS-11. Please read this carefully and make sure that you understand the requirements. Have your parent sign in the space provided at the bottom and also sign and complete the form yourself. This form will be the first page of your notebook.

All of the attendance and lateness regulations of the school are strictly enforced in this course. Please do your best to arrive at class on time and begin work immediately. You will need the full time period to successfully complete your work. Homework is due on the day after it is assigned unless otherwise stated. If your homework is turned in after it is due it will be graded as being late, unless you were absent on the due date, in which case it is due on the day that you return to school. If you are absent, you will be expected to contact your fellow classmates in order to get notes and homework assignments. You are to make up homework and copy class notes on your own time and not in class! Missed exams are to be taken on the day the student returns to school. You are responsible for making arrangements for make-up exams with your teacher.

All students are encouraged to ask questions, but in the appropriate manner. By participating in class discussions, you help yourself as well as the other students attain a better understanding of technical drawing concepts. This also allows your instructor to informally gauge student knowledge on a frequent basis. Please speak to your teacher if you need help or tutoring.

1. COURSE REQUIREMENTS:
   - Active participation in all formal and informal settings.
   - Satisfactory completion of assignments and projects.
   - Achievement of a satisfactory grade on written and practical examinations.
   - Other activities assigned at the discretion of the instructor.
   - Completion of an original project to Department standards.
   - Notebook.
   - Late work will be penalized five (5) points per day up to five (5) days. After the fifth (5th) day your work will no longer be accepted and the grade for that assignment will become a zero (0).

2. NOTEBOOK:
   A section in your loose-leaf notebook, or a separated notebook, is required for this course. Notebooks must be in class every day. Accurate note taking is vital since many concepts may be unfamiliar and complex. All notes and work must have the standard heading at the top of the page and are to be kept in sequential order. Your notebook will be evaluated and the result used in computing your report card grade.

   Notebooks will contain:
   - Table of contents
   - Lecture and demonstration notes, with sketches in pencil, highlighted in color as necessary. All lessons should be dated and assigned a page number.
   - Information and project specification sheets securely mounted in sequential order.
   - Sketches, drawings and computations used to establish layout and preparation for mechanical drawings.
   - Homework assignments.

3. GRADING:
   - 60% - Projects and assignments.
   - 20% - Written and practical exams.
   - 10% - Notebook.
   - 10% - Teacher evaluation based upon the following:
     1) Attitude. 2) Class participation 3) Rising trend of academic achievement

NOTE: Secure this guide in the front of your laboratory notebook. Discuss it with your parents. Both you and your parent should sign it in the space provided below.

STUDENT’S SIGNATURE …………………………………………………………………………………………………………………………..

PARENT’S SIGNATURE …………………………………………………… DATE ……………………………