

SYLLABUS PART II EDISON
COMMUNITY COLLEGE
EGR- 10S PRINT READING AND SKETCHING
3 CREDIT HOURS

Section/Term:	EGR-110S-401US
Class Meeting Time:	Thursday Evening 5:30-8:30
Location:	On Piqua Campus-In Class
Required items:	Text: Print Reading for Industry – 11 th Edition Brown GW Publisher Prints: Print Reading for Industry - 11 th Edition Large Print Packet
Faculty:	Keith Reinhart - Sr. Dir Global Engineering Systems at Copeland LP University of Dayton Alumni; Bachelors Kettering University Alumni: Masters
Messages:	Edison Blackboard Messaging System
E-mail:	kreinhart@edisonohio.edu
Faculty Phone:	937-726-8789
Faculty Office Hours:	By Appointment: No office at Edison
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line (EGR- 110S-401US) through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom.

Class Policies

Effective communication of engineering intent is fundamental to every stage of the engineering process—from ideation and problem solving to design, manufacturing, and quality assurance. The ability to visualize, interpret, and convey technical information is a core competency that underpins engineering comprehension and collaboration. This course introduces the essential elements of engineering communication through technical sketching, shape recognition, spatial-skills development, and technical drawing. My goal is to build your awareness and capability in these critical areas, preparing you for the technical documentation and visualization challenges you will undoubtedly encounter throughout your engineering and manufacturing careers.

Assignment and Revision Policy:

Repetition is a powerful tool in engineering education. Developing technical drawing skills—and reaching accurate engineering conclusions—often requires multiple attempts, refinement, and reflection. To support this learning process, I allow homework assignments to be submitted multiple times so you can reinforce your understanding and improve your performance. However, examinations are different: they represent your independent demonstration of mastery and may only be submitted once.

Netiquette and Communication:

Clear, respectful communication is essential in this course. You are expected to interact with your instructor and classmates professionally, even when opinions differ. All written and typed communication must use appropriate language, proper grammar, correct sentence structure, and accurate spelling. Your writing reflects the respect you show others.

Practice good email etiquette when asking questions or responding to classmates—for example, avoid using all caps, informal slang, or accusatory language. Thoughtful, well-written communication supports a productive learning environment for everyone.

Communication Policy:

E-mails sent to me by 4:00 p.m. Monday-Friday with course name and section number “EGR-110S-401US” in the subject line from your Edison e-mail will be answered within 48 hours unless the school is closed (breaks/holidays). **Assignments submitted through course messages or e-mail will not be accepted for a grade without prior written authorization from the instructor. If you are given permission to submit via e-mail, it must be submitted through your Edison e-mail.**

Late Work:

All coursework must be submitted on time. All assignments are available in Blackboard and most are graded automatically upon submission. It is essential that you stay current with the material and complete each task as scheduled.

Examinations will open for a defined period, and you will be given sufficient time to complete them. **Once an exam is submitted, it cannot be reopened.** Staying on top of your work is critical to your success in this course.

I may grant exceptions only in cases of extreme circumstances, at my discretion. **Any extension granted for such circumstances requires formal documentation submitted to the instructor.**

Academic Integrity:

All work submitted in this course must be your own. Edison Community College's Student Handbook (pp. 28–29) defines academic dishonesty and outlines the consequences for violations. Peer support and tutoring are allowed, but the final work must be original and written in your own voice.

Use of AI tools is limited to basic functions such as spell-check or grammar correction. Any other use of AI requires prior instructor approval and must include a credit statement. Unapproved AI use, plagiarism, or failure to cite sources will result in a failing grade for the assignment. Intentional submission of someone else's work will result in failure of the course.

For more detail, you can review the academic integrity expectations or request a more formal policy version.

Testing Your Faith Act Policy

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

Grading*

Homework/Assignments	50%
Exam 1	10%
Exam 2	10%
Exam 3	10%
Final Exam	20%
Quiz/projects	N/A
Participation	Possible bonus points for perfect attendance.
Penalty (5 percentage points of your final grade for every unexcused, absence)	
Failure to attend class may impact the response time to questions	

Grading Scale*

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 - 69

F = 59 and Below

There are many assignments in this class. Not turning in an assignment result in a "0" for the score. This can severely hurt your grades at the end of the term. Keep up with assignments and do not lose points.

For Blackboard Assignment issues, the Instructor should be the first point of contact
For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - call 937-778-8600 and ask for IT Help

Desk After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help.

