

Aiken County Career Center Policies and Procedures:

Email Etiquette:

Email is the preferred medium of communication for any changes to the class schedule and all other issues or discrepancies. Unless otherwise notified your instructor, all email notifications will be sent to the student's school account only. Course information can be found in student binders where students are to keep a daily project log. Email is a very public means of information exchange, which should be treated with respect. As such, as a student of MADD, it's expected that all students will write and respond to emails in a respectful manner.

An example of an appropriate email is:

Date: mm/dd/yyyy
Dear Mr. Young
Could you please inform me of the reading assignment for this week?
Thank you,
John Doe

An example of an inappropriate email is:

Hey you what is the homewrk this week

The last email has misspellings, inappropriate punctuation, no salutation, no signature, no date, no information about what is being requested for, and is extremely disrespectful.

Critical Thinking Definition:

Critical thinking is the open-minded, deliberate, dynamic, and reflective process of collecting, analyzing, evaluating, and applying information in order to reach a reasonable position, decision, and/or plan of action.

Critical Thinking Student Learning Outcomes:

The student will be able to:

1. **Identify** key issues, questions, themes, or points of view.
2. **Collect** information related to an issue, question, theme, or point of view.
3. **Analyze**2.

Course Outline Continued:

Semester 2	MADD 1	Explor.	MADD 2	Assignments	Due Date
objective	Engineering Materials	Instruments & Terminology	BIM Software	See Powerschool	-
objective	AutoCAD Software	Technical Lettering	Project Modeling	See Powerschool	-
objective	Project Teams	Overview of Engineering	Field Engineering	See Powerschool	-
objective	Floor Plans	Overview of Architecture	Project Management	See Powerschool	-
objective	Elevations and Section Drawings	Overview of Animation	Value Engineering	See Powerschool	-

Academic Dishonesty Policy:

All forms of academic dishonesty including, but not limited to cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

1. Cheating on test is defined to include the following:
 - a. Copying from another student or student