



<http://www.dmacc.edu>

**CAMPUS NAME:** DMACC Ankeny Campus

**COURSE TITLE:** Process Control Instrumentation

**COURSE NUMBER:** ELT 642

**SECTION NUMBER & CRN:** 1 / 24055

### **INSTRUCTOR INFORMATION**

**NAME:** Rick Wagner

**EMAIL ADDRESS:** rewagner@dmacc.edu

**PHONE NUMBER:** 515-965-7155 (office) or 515-770-9105 (cell)

**FAX NUMBER:** 515-964-6815

**OFFICE LOCATION:** Building 3 East room 112

**OFFICE HOURS/APPOINTMENTS:** Mondays and Wednesdays 8:30 am to 9:30 am and Monday, Tuesday, Wednesday, Thursdays 2:45 pm to 3:30 pm. Please note: If I am not in my office at those times please check the robotics lab (Room 6 and 7 in Building 3West).

**BLACKBOARD:** <https://secure.dmacc.edu/myonlinelearning/login.aspx>

### **COURSE INFORMATION**

**SEMESTER/YEAR:** Spring 2017

**DATE SYLLABUS CREATED AND/OR REVISED:** January 2017

**DAYS & TIME & LOCATION:** Tuesdays and Thursdays 8:30 am to 9:55 am Building 3 West Room 40

**COURSE DESCRIPTION & CREDITS:** <http://www.dmacc.edu/courses/crsrod.asp>

**COURSE COMPETENCIES:** <https://go.dmacc.edu/competencies>

**COURSE OVERVIEW:** This course is an introduction to process and industrial controls. Portions of this course will be administered over the Blackboard learning system. The website is listed above or can be found on the DMACC home page under the "online learning" sub heading on the right. Quizzes and partial tests may be administered on the web during class time. Course materials are also available on the Blackboard system. Quizzes will be given online outside of class. You may take these at any time up until the due date. Tests will also be given online but must be taken in class at their scheduled times.

**STUDY TIPS:** This is a fast paced course. Previous knowledge from first year electronics classes is essential to succeed in this course. Expect to study at least 3 hours each week outside of class for this course. If you cannot find at least 3 hours each week to study

because of work, or other responsibilities, then you should not be taking classes at DMACC. Study in small amounts each day and not just the day before an exam.

## TEXTBOOKS & MATERIALS

**REQUIRED TEXTBOOKS & ISBN:** Bartelt, Terry L. M., Instrumentation and Process Control, Thomson Delmar Learning, 2007.

**REQUIRED MATERIALS:** Scientific Calculator. Other miscellaneous items may be required throughout the semester (graph paper, etc.)

### SOFTWARE APPLICATIONS:

Software notice: "All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College."

## COURSE POLICIES

**ATTENDANCE/PARTICIPATION:** If 4 or more classes are missed, there will be a 10% deduction in the students final grade. Three missed classes will result in a 5% deduction. No grade deductions for 2 or less missed classes. Two late attendance days will count as one missed day for attendance. If a student does not show up or does not login to the online portion of this class within the first two weeks, he/she may be dropped from the course. Please do not email me the question of "what did I miss in class". I do not have time to explain in emails every item discussed in class. I only respond to student emails during my scheduled office hours.

**GRADING CRITERIA:** Grading is based upon tests, homework, class participation, and quizzes.

10% participation, quizzes, and Homework

55% chapter tests

35% final exam

-10% possible deduction for absences and tardiness

**CLASSROOM CONDUCT:** <https://go.dmacc.edu/handbook>

I expect students to behave in a professional manner. Any behavior that will get you fired in the real world will give you a failing grade in this class.

**MISSED EXAMS:** Only one exam may be made up if there is a legitimate reason for it. Quizzes cannot be made up after their due date. Instructor must be notified ahead of time for excused absences. Email or phone message is sufficient. Do not expect a reply or any long email of what if any material was missed. Make up exams will not be the same as original exam. Expect more essay and problem questions. Loss of financial aid is NOT a reason for deviation of these policies. Exam dates are not announced on Blackboard. It is your responsibility to know the exam dates. You are expected to show up every class period and not just test dates.

**LATE ASSIGNMENTS:** 10% deduction per day (Not the next class period!) on Homework assignments. Missed Exams have a 10% deduction per week unless arrangements are made before the date of the missed exam. You are expected to have course materials and textbook to complete homework assignments. Receiving your financial aid one month late

is not an acceptable reason for turning in late assignments (Helpful Hint: You are not saving any money if your discount purchased textbook is one month late).

**EXTRA CREDIT:** To be determined

**STUDY EXPECTATIONS:** Study ahead of time! Communication systems have some very complex systems and are based on complicated ideas. Most of these cannot be learned the day before a test.

**WEATHER POLICY:** “Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC’s goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class due to weather or illness.”

**CLASS CANCELLATION PROCEDURE:** Check local news and your Email frequently on mornings of possible bad weather. If I am not here at the beginning of class, call me on my cell phone number listed in this document. If I am not reachable by my cell phone and you have not been informed by other information and a substitute does not appear after 25 minutes, you may leave

**ACADEMIC DISHONESTY/PLAGIARISM:** Not Cool. I have a zero tolerance for plagiarism. If I suspect plagiarism I reserve the right to verbally quiz students about assignments they have turned in. If the student cannot show competence in his/her work, he/she will receive a failing grade.

It is important for you to be familiar with and follow DMACC’s Academic Misconduct policy. Students are encouraged to review DMACC’s Academic Misconduct Policy on-line at <https://go.dmac.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the DMACC Student Handbook.

## **DMACC INFORMATION**

**INSTRUCTOR HOME PAGES:** <http://www.dmac.edu/instructors>

**ADD/DROP DATES:** [https://www.dmac.edu/registration/pages/add\\_drop.aspx](https://www.dmac.edu/registration/pages/add_drop.aspx)

**REFUND POLICY:** <https://www.dmac.edu/registration/Pages/refund.aspx>

## SUPPORT SERVICES

### SERVICES FOR STUDENTS WITH DISABILITIES:

[https://www.dmacc.edu/student\\_services/disabilities](https://www.dmacc.edu/student_services/disabilities)

Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services.

### Early Alert Referrals

<https://www.dmacc.edu/counseling/Pages/facultyreferrals.aspx>

DMACC faculty are encouraged to help connect students to available resources at the college, including academic advising, counseling, tutoring, and more. Early Alert Referrals result in direct outreach by phone and email to students who have been referred. Students are encouraged to respond to outreach efforts and take full advantage of available resources in support of their success. Questions about this process should be directed to Bobby Nalean at **515-964-6474** or [earlyalert@dmacc.edu](mailto:earlyalert@dmacc.edu).

## COURSE SYLLABUS

**DISCLAIMER:** “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

**NONDISCRIMINATION POLICY:** Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in employment, hiring practices or the provision of services, and harassment or discrimination based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For information about the ADA, the Section 504/ADA Coordinator may be contacted at 515-964-6857. For Title IX questions and concerns contact 515-964-6850.

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at [https://www.dmacc.edu/student\\_services/int](https://www.dmacc.edu/student_services/int). Click Policies & Procedures.

**Accommodations:** The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

### **ADDITIONAL INFORMATION**

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.) please refer to the DMACC student handbook.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

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