



<http://www.dmacc.edu>

CAMPUS NAME: Ankeny

COURSE TITLE: Process Control Instrument Lab

COURSE NUMBER: ELT 644

SECTION NUMBER & CRN: Section 1 CRN 20226

INSTRUCTOR INFORMATION

NAME: Richard Wagner

EMAIL ADDRESS: rewagner@dmacc.edu

PHONE NUMBER: 515-965-7155

OFFICE LOCATION: Building 3 East

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

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 10:25 am to 12:15 pm

COURSE DESCRIPTION & CREDITS:

<https://www.dmacc.edu/Schedule/Pages/coursedescriptions.aspx>

PREREQUISITES: ELT 642 Corequisite

COURSE COMPETENCIES: <https://www.dmacc.edu/competencies>

COURSE OVERVIEW: This is the Lab portion for process controls. Labs consist of various industrial controls ranging from motor control, temperature control, hydraulics, pneumatics, PLCs .

HOW THE COURSE FITS INTO THE CURRICULUM: Required Core course for Robotics and Fluid Power degree programs.

TEXTBOOKS & MATERIALS

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

REQUIRED MATERIALS: Safety glasses and appropriate attire for industrial lab environment.

OPTIONAL OR RECOMMENDED BOOKS/MATERIALS: Wire cutters, large and small flat and Phillips screwdrivers recommended.

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 your schedule is such that full attendance is not possible (work schedule, etc), you will not pass this class. Many Labs require more than one class period. If you miss part of a lab that is part of a group effort, student must make up the lab on their own outside of class at a time convenient for both instructor and student. Alternative lab may be given.

GRADING CRITERIA: Your grade for the course is based on tests, labs, class participation, quizzes and homework.

Labs	=	65%
Homework & quizzes	=	20%
Final Exam	=	15%

Attendance will be recorded each class period. Students who conduct themselves in a unprofessional manner (plagerism, harassment) may be given a failing grade. Students who are disruptive, engage in harassment, or ruin the atmosphere of a positive learning environment will be rewarded with a lowered final grade. The grades will be assigned based on the ranges (see exceptions below scale): 100% - 92% = A 91.9% - 82% = B 81.9% - 72% = C 71.9% - 62% = D Below 62% = F This syllabus is not a contract. I have a responsibility to DMACC and to industry that my students not only have met the competencies but have the knowledge, responsibility and the "where with all" to be a competent future employee. Grades may be awarded to reflect these traits regardless of a student's scores or grade percentage.

CLASSROOM CONDUCT: <https://www.dmacc.edu/handbook>

Students will be expected to conduct themselves in a professional manner. Classroom visitors are welcome if pre-approved and will not disrupt class in any way. Weapons are not to be brought on campus. Loud or profane language, threats and or any type of violence or behavior that disrupts the educational environment is unacceptable and shall be dealt with according to DMACC Board Policy CM 1001, 2021. All students have a right to learn in a non-threatening environment. Behavior that jeopardizes this right will not be tolerated. DMACC is a no smoking campus by law. Please don't smoke on campus. Cell phones shall not be used in the classroom. They disrupt the learning process. Please turn off your cell phone's ring prior to class. If you have an emergency call, please have the caller contact the general ATC number 964-6500 and you will be contacted by them. Pagers should also be turned off so as not to disrupt the class. Please note: All campus computers can be monitored; class computer content can be projected onto the main screens in each room. So please keep the personal use to a minimum while the class is in session

MISSED EXAMS: TBD

LATE ASSIGNMENTS: Missed labs must be made up at a date and time convenient to instructor. Simply turning in paperwork from the lab group is not sufficient.

EXTRA CREDIT: TBD

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. Notification of Campus/College closures will be sent out through the DMACC RAVE Alert System, posted to the DMACC webpage at www.dmacc.edu, and where possible sent to local media.

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.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the DMACC Student Handbook.

COURSE SPECIFIC (LAB) SAFETY PROCEDURES: Safety glasses are required for many lab experiments.

DMACC INFORMATION

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

Click & type. Select and delete row if not applicable.

ADD/DROP DATES: https://www.dmacc.edu/registration/pages/add_drop.aspx

Click & delete row if addendum being used and no additional information is needed.

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

Click & delete row if addendum being used and no additional information is needed.

SUPPORT SERVICES

SERVICES FOR STUDENTS WITH 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.

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. 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.

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

