

Instructor Information			
Name	James Fitzpatrick	E-mail address	jdfitzpatrick@dmacc.edu
Phone number	515-965-7363	Fax number	
Office location	3E #115	Office hours	As posted
Course Information			
Semester	Fall	Year	2015-01
Course title	Industrial Plumbing and Pipefitting		
Course number	BMA 177	Credits	3
Section number	ADS	CRN number	
Days & Time	TBD	Location	3E-115 & E 101
Course description	http://www.dmacc.edu/courses/crsrod.asp		
Prerequisites	none		
Course competencies	http://www.dmacc.edu/competencies/		
Important Dates			
Midterm	http://www.dmacc.edu/academiccal.asp		
Final	http://www.dmacc.edu/academiccal.asp		
Textbooks & Materials			
Required textbooks	Piping Systems (Schoolcraft Pub.) Installation and Maintenance Pipefitting (Schoolcraft Pub.)		
Required materials			
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			
Grading criteria	A=93 - 100% ; A-=90 - 92% ; B+=87 - 89% ; B= 83 - 86% ; B-=80 - 82% ; C+= 77 - 79% ; C=73 - 76% ; C-= 70 - 72% ; D+=67 - 69% ; D=63 - 66% ; D-=60 - 62% ; below 60%= Failing		
Classroom conduct	Refer to the DMACC Student Handbook: http://www.dmacc.edu/handbook/welcome.asp		
Missed exams	Tests make -ups are permissible ONCE per semester within 48 hours of the original test date at the discretion of the instructor.		
Late assignments	Late assignments will not be accepted. Quizzes, class participation projects are unannounced and CANNOT be made up.		
Extra credit	none		
Study expectations	Have material assigned read and assignments ready at start of class.		

Weather policy	<p>"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."</p>
Academic dishonesty	<p>Refer to the DMACC Student Handbook: http://www.dmacc.edu/handbook/welcome.asp</p>
DMACC Information Web Sites	
DMACC home page	http://www.dmacc.edu/
Instructor home pages	http://www.dmacc.edu/instructors/welcome.asp
Admissions & registration	http://www.dmacc.edu/potienti.asp
Cellular phone use statement	http://www.dmacc.edu/student_services/cellphone.asp
WebCT	http://webct.dmacc.edu/webct/public/home.pl
Student handbook	http://www.dmacc.edu/handbook/welcome.asp
Add/drop dates	http://www.dmacc.edu/registration/add_drop.asp
Refund policy	http://www.dmacc.edu/refund.asp
Support Services	
Accommodations	<p>"It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY."</p>
Services for students with disabilities	<p>http://www.dmacc.edu/student_services/disabilities.asp</p> <p>Contact the special needs coordinator at 515-964-6850V, 515-964-6809 TTY or the counseling & advising office on any campus for an Application for Accommodation.</p>
Academic & educational advising	http://www.dmacc.edu/advising/welcome.asp
Career counseling	http://www.dmacc.edu/counseling/
Library	<p>http://www.library.dmacc.edu/</p> <p>Building 6, room 3 Monday – Thursday 7:30 am to 9:00 pm Friday – 7:30 am to 4:00 pm Saturday – 8:00 am to 1:00 pm</p>

<p>Academic Achievement Center</p>	<p>http://www.dmacc.edu/student_services/academic_achievement_center.asp</p> <p>Provides academic assistance for students on a drop-in basis. Also serves as a make-up testing center.</p> <p>515-964-6558 or 1-800-362-2127 ext. 6558</p> <p>Building 6, Room 20 Monday – Thursday 8:00 am to 7:00 pm Friday – 8:00 am to 2:30 pm NOTE: Summer hours may vary</p>
<p>Computer labs</p>	<p>http://www.dmacc.edu/helpdesk/pc_labs.htm</p> <p>Building 6 Monday – Thursday 7:30 am to 10:00 pm Friday – 7:30 am to 4:00 pm Saturday – 7:30 am to 1:00 pm</p>
<p>Disclaimer</p>	
<p>“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.”</p>	
<p>Nondiscrimination Policy</p>	
<p>Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. 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 Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans' Offices.</p> <p>Students who wish additional information or assistance may contact the Executive Dean, Student Services, Laurie Wolf, Building 1, 515-964-6437 or the EEO/AA Officer, Dr. Sandy Tryon, Human Resources, Bldg. 1, 515-964-6301 or they may refer to Student Services procedure 4645 located on the DMACC Intranet at http://my.dmacc.edu/procs.aspx. Go to Policies & Procedures and choose Student Services Procedures. Employees and applicants who wish additional information or assistance may contact the EEO/AA Officer, Dr. Sandy Tryon, Human Resources, Bldg. 1, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at http://www.dmacc.edu/hr/hrpp.asp.</p> <p>For requests for accommodations, the Accommodation/Section 504/ADA Coordinator, Sharon Bittner, can be contacted at 515-964-6857. Students with requests for accommodations should refer to the Student Services procedure 4610 located on the DMACC Intranet at http://my.dmacc.edu/default.aspx. Go to Policies & Procedures and choose Student Services Procedures.</p>	

Course Schedule		
Week or Date	Assignment	Due Date