

Course Number: Con 336

Course Title: Care/Use of Hand/Power Tools

Course Credit: 1

Catalog Description: This class is an introduction to the proper care, use, and selection of hand and power tools used in the construction industry with an emphasis on technique, maintenance and safety.

Course Prerequisite: None.

Textbook: None. Materials will be handed out by the instructor.

Equipment: Tape measure, pencil and safety glasses. Student supplied safety eye wear is required to be worn at all times in labs. Failure to do so may result in removal from the class session.

Dates: August 20, - September 25, 2015

Time: 11:15-12:25 PM Monday-Friday

Instructor: Ned Rasmussen Cell: 515-491-1860 (Better if you text me)
E-mail: nlrasmussen@dmacc.edu

Lab Office Phone: 964-6295- Tom O'Brien, Lab Assistant

Office hours: 2:20-3:20 PM Monday – Friday in Building 20, Room 1

Course Competencies: Located @ <http://www.dmacc.edu/competencies/>

Class Objectives: Know the theory and apply in lab practice.

Student Objectives this semester: Develop the ability to apply principles and generalizations learned to new problems and situations.

Attendance Policy: In accordance with the guidelines published by the DMACC Board, students are expected to attend the class for which they are enrolled. Attendance will be at the published class starting time. Students not in class on time or leave early without instructor's permission will have their daily grade reduced accordingly. Students who fail to attend class for **any reason** will receive an industry standard grade of **zero** for that day unless you notify me in advance of the absence.

Class Cancellation Procedure: If class is to be cancelled, you will be informed of it by the instructor with a mass text will be sent to your phone in a timely manner.

Grading: The Final Grade is the total number of earned points/possible available points. Students will receive a participation grade for each session. This grade is determined by punctuality, individual effort, and general contribution made during the class. Students will complete projects to acceptable industry standard in order to receive a grade. A make-up grade for classroom may be earned if the student makes the arrangements with the instructor. All assignments are to be turned in to the instructor in a timely manner. It's your responsibility to verify that all tests, quizzes and assignments are completed before the last day of the class.

Grading Scale: A scale of:

100 - 97%	A
96 - 94%	A-
93 - 91%	B+
90 - 88%	B
87 - 85%	B-
84 - 82%	C+
81 - 79%	C
78 - 76%	C-
75 - 73%	D+
72 - 70%	D
69 - 67%	D-
66 or less	F

Tenths of percentages that are .51 or less will be rounded up.
E.g. 93.51% will be rounded up to 94%.

Lab safety and responsibilities: Students are expected to act in a professional manner at all times. Shoes and clothing worn in the classroom and lab should provide protection and not present a safety hazard. Proper safety procedures for handling equipment, supplies and tools will be followed at all times. Those who disrupt class, violate published procedures or do not act responsibly in the classroom or lab will be asked to leave. Voice or text use of a cell phone during classroom time is prohibited. Please adjust electronic devices to silent mode before entering the classroom. Students with special needs may contact the Special Needs Coordinator, Building 6, Room 10B, 964-6850. **Smoking, smokeless tobacco and weapons are not allowed on DMACC campuses.** Repeat violators of the DMACC Student Code of Conduct will be dealt with in accordance with established procedures.

Weather: 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. The student *needs* to notify the instructor if they must miss class due to weather.

Nondiscrimination Policy: 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, 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 requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at 515-964-6857. For Title IX questions and concerns contact 515-964-6850.

Academic Integrity: Academic integrity, doing one's own work in course assignments and in tests, is one of the most important values in higher education. Receiving credit for plagiarizing or cheating violates the value of all degrees conferred. It is unacceptable for students to submit another person's work as their own. If students quote, summarize, paraphrase or use an author's idea, they must acknowledge the source; otherwise, they are plagiarizing. Allowing others to accept credit for work that is not their own is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions outlined in the Academic Misconduct Procedure. (ES 4670) See also: www.dmacc.edu/learntocite/welcome.asp

Miscellaneous: The Instructor has the right to change syllabi at any time.

Note: No class will be held on September 7th. Students will be allowed **one emergency** day to use as they wish with no penalty. If the **emergency** day is not used it will be considered as an extra credit day.