

Campus Name: Ankeny

Course Title: Hydraulics & Pneumatics Lab

Course Number: ELT 792-2

Section Number & CRN: 14475

**Instructor Information**

Name	James Fitzpatrick
E-mail Address	<a href="mailto:jdfitzpatrick@dmacc.edu">jdfitzpatrick@dmacc.edu</a>
Phone Number	515-965-7363
Fax Number	
Office Location	RM 3E 118
Office Hours	M-W 7:00am – 8:00am T TH 7:30-8:30
Instructor Introduction	
Instructor Web Page Address	
Blackboard	<a href="https://secure.dmacc.edu/myonlinelearning/login.aspx">https://secure.dmacc.edu/myonlinelearning/login.aspx</a>

**Course Information**

Semester & Year	Fall 2015
Date Syllabus Created and/or Revised	8/1/15
Days & Time & Location	3E 101 M W 2:00-3:55
Course Description & Credits	<a href="http://www.dmacc.edu/courses/crsrod.asp">http://www.dmacc.edu/courses/crsrod.asp</a>
Prerequisites	Hydraulics 791 Co Requisite
Course Competencies	<a href="https://go.dmacc.edu/competencies">https://go.dmacc.edu/competencies</a>
Course Overview	
Study Tips	
How the Course Fits into the Curriculum	

**Textbooks & Materials**

Required Textbooks & ISBN	Industrial Hydraulic Technology ISBN978-1-55769-025-8
Required Materials	Paper, pencils, three ring binder, calculator, safety glasses, all PPE
Optional or Recommended Books/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	<p>Participation and attendance is required. If you do not attend your grade will suffer. There will be a 10 point deduction per class you miss. If you miss more than 6 you will need to speak with the councilor or the Dean of the IEMT program. A deduction will count if you are more than 10 minutes late for class so please show up on time. Excessive tardiness will not be tolerated. TAKE NOTES!</p> <p>Review phone policy on separate sheet.</p>
Grading Criteria	<p>90-100 A  80-89 B  70-79 C  60-69 D</p> <p>Below 59 F</p>
Classroom Conduct	<p><a href="https://go.dmacc.edu/handbook">https://go.dmacc.edu/handbook</a> No horseplay. Your lab area is to be clean when you leave. Be safe and neat.</p>
Missed Exams	<p>A mandatory 40% will be given to a missed exam if I am not notified before the class starts. If a test is missed you will receive a 10% deduction no matter what. Missed or late quizzes will result in a mandatory 40% deduction. Your test will be at the testing center and you have 6 days to complete or receive a 0.</p>
Late Assignments	<p>A 20% deduction per class day will be enforced. One week later the assignment is handed in it will be a 0. Pop quizzes will be given at the beginning of class only and will not be made up if you are late.</p>
Extra Credit	None
Study Expectations	Come prepared for class TAKE NOTES
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>
Class Cancellation Procedure	RAVE or a possible phone call from Sue L. or Karla S.

Academic Dishonesty/Plagiarism	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 <a href="https://go.dmacc.edu/handbook/polprocedures/pages/academic_misconduct.aspx">https://go.dmacc.edu/handbook/polprocedures/pages/academic_misconduct.aspx</a> or in the DMACC Student Handbook. My policy is if you are caught cheating you will receive an F for the entire class.
Course Specific (lab) Safety Procedures	Make sure you LOTO when necessary. Jeans and safety glasses to be worn at all times. Anything that is deemed to be unsafe will result in a 0 for the lab. If you don't know, ask.
<b>DMACC Information</b>	
Instructor Home Pages	<a href="http://www.dmacc.edu/instructors">http://www.dmacc.edu/instructors</a>
Add/Drop Dates	<a href="https://go.dmacc.edu/registration/pages/add_drop.aspx">https://go.dmacc.edu/registration/pages/add_drop.aspx</a>
Refund Policy	<a href="https://go.dmacc.edu/registration/Pages/refund.aspx">https://go.dmacc.edu/registration/Pages/refund.aspx</a>
<b>Support Services</b>	
Services for Students with Disabilities	<a href="https://go.dmacc.edu/student_services/disabilities">https://go.dmacc.edu/student_services/disabilities</a> Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at <b>515-964-6850V</b> or <a href="mailto:hlcoon@dmacc.edu">hlcoon@dmacc.edu</a> or the counseling & advising office on any campus to apply for services.
<b>Course Syllabus</b>	

**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 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.

Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf**, Bldg. 1 on the Ankeny Campus, 515-964-6437 or the **Judicial Officer, Debbie McKittrick**, Bldg. 1 on the Ankeny Campus, 515-964-6574 or they may refer to Student Services procedure ES 4645 located at [https://go.dmacc.edu/student\\_services/int](https://go.dmacc.edu/student_services/int). Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1 on Ankeny Campus, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>

Program Development/Academic Support Services Director, Sharon Bittner, is the official Student Accommodation Office/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) or [sgbittner@dmacc.edu](mailto:sgbittner@dmacc.edu). 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.

### **Syllabus Addendum**

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.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc), go to <https://go.dmacc.edu/handbook> and click “Syllabus Addendum” in the left navigation.

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

<b>Course Schedule</b>		
<b>Week or Date</b>	<b>Assignment</b>	<b>Due Date</b>
	Lab dates will change.	
8/27/15	LAB 1 TC1 A & Syllabus Quiz	
9/3/15	LAB TC1-B	
9/13/15	LAB TC1-C	
9/22/15	TEST 1	
9/29/15	LAB TC1-D	
10/1/15	LAB TC 2-B	
10/16/15	LAB TC 2-C	
10/22/15	TEST 2	
11/5/15	LAB TC 3-A	
11/19/15	LAB TC 3-B	
11/26/15	LAB TC 3-D	
12/8/15	Final Test	