

Instructor Information			
Name	Rick Wagner	E-mail address	rewagner@dmacc.edu
Phone number	515-965-7155 515-770-9105 (cell)	Fax number	515-964-6815
Office location	3E-119	Office hours	Mondays 11:00 am to 1:00 pm Wednesdays 12:00 pm to 1:00 pm
Course Information			
Course title	Motor Controls		
Course number	ELT 131	Credits	3
Section number	1	CRN number	33264
Days & Time	9:00 am to 12:00 pm Tuesday and Thursday	Location	Building 3E room 40
Course description	http://www.dmacc.edu/courses/descriptions.htm		
Corequisites			
Course competencies	http://www.dmacc.edu/competencies/HTPC/HTPC358.pdf		
Important Dates			
Midterm	June 24, 2014		
Last Day to Drop	July 1, 2014		
Final	July 24, 2014 9:00 am to 11:00 AM		
Textbooks & Materials			
Required textbooks	Rockis, Gary and Mazur, Glen, <u>Electrical Motor Controls</u> , 3 rd edition. American Technical Publishers.		
Required materials	Most important required material are safety glasses. There are extra safety glasses in the classroom for use during labs, however points will be deducted. Combination wire stripper / crimper, safety glasses, medium sized flat head screwdriver, and #2 phillips screwdriver. Be prepared to purchase other misc. items throughout the semester as needed.		
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			
Class expectations	Show up for class. Do not waste time during class. Pay attention in class and take notes. Do not surf the internet during class. Do not text during class. Do not email me asking "what did I miss in class?". I do not check emails very often. I do not have time to set up make up labs during the summer semester if you miss class. Do not complain about your grade at the end of class if you do not follow above directions.		

Attendance	<p>Attendance is 10 percent of the final grade. I follow a curved scale for attendance as follows: 0 to 2 classes = 10% Or Full Attendance credit. This is very easy to receive full credit. 3 classes = 5% or ½ Credit 4 or more classes = -10% Deduction from total Grade. Note: This is not 0% of 10%. This is a 10% deduction of your final grade.</p> <p>Two late attendances or tardies will count as one missed class period.</p> <p>If your schedule is such that full attendance is not possible (work schedule, etc), do not take this class. Summer classes are very short in length. There is no time for makeups. With the shortened semester (10 weeks) a lot is covered in a small amount of time. It is very easy to “fall of the edge” and not be able to get back on track. STAY AHEAD.</p>								
Grading criteria	<p>Your grade for the course is based on tests, homework exercises, class exercises, quizzes and a comprehensive final. Each of these are weighted to the final score as follows:</p> <table data-bbox="581 821 1154 940" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Attendance</td> <td>= 10%</td> </tr> <tr> <td>Tests</td> <td>= 50%</td> </tr> <tr> <td>Final</td> <td>= 20%</td> </tr> <tr> <td>Class exercises (labs, quizzes &HW)</td> <td>= 20%</td> </tr> </table> <p>Failure to complete any class exercise (lab) will result in a 4% deduction in a student’s grade. Substitute labs must be arranged with instructor within one week. This is your responsibility and NOT THE INSTRUCTOR! Attendance will be recorded each class period. Students who conduct themselves in an unprofessional manner (plagiarism, harassment) may be given a failing or reduced grade.</p> <p>Failure to complete any class exercise (lab) will result in a 4% deduction in a student’s grade. Failure to complete a homework exercise will result in a 2% deduction in a students grade. Attendance will be recorded each class period. Students who conduct themselves in a unprofessional manner (plagerism, harassment) will be given a failing grade.</p> <p>This syllabus is not a contract. If it is obvious that you do not understand the material, you will receive a failing grade.</p> <p>The summer semester is only 10 weeks long. It is very easy to get burned out (myself included). Don’t fall over the edge! Ask questions, ask for help. In The final letter grades may be assigned based on the ranges: 100% - 90% = A 89% - 80% = B 79% - 70% = C 69% - 60% = D Below 60% = F</p> <p>I may lower or raise an individual’s grade based on conduct, preparedness, and other general aspects mentioned above.</p>	Attendance	= 10%	Tests	= 50%	Final	= 20%	Class exercises (labs, quizzes &HW)	= 20%
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Homework	<p>Homework assignments must be legible for credit. Homework assignments do not need to be typed, but they must have a typed cover page with appropriate information about assignment.</p>								

Class Cancellation	<p>In the event class is canceled, you will be emailed with your DMACC email address. You will be emailed as soon as possible but be aware that sometimes advanced warning just is not available.</p> <p>If I am not present during class start time, please text or call my cell phone number listed in this syllabus. If there is no answer, please check with the secretary in building 3 East or 3 West (sometimes substitutes will show up late). Do not assume after 5 minutes that class is canceled. There is no time limit that automatically cancels class.</p>
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. 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.</p>
Classroom conduct	<p>Behavior that hinders the learning environment will not be tolerated.</p> <p>I reserve the right to have any student removed from the class for the remainder of the semester. It is very disrespectful to the instructor and to the other students (who want to learn without tiresome annoyances) if a disrespectful person stays in class.</p> <p>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 nonthreatening environment. Behavior that jeopardizes this right will not be tolerated.</p> <p>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: 964-6288, or Campus Security: 964-6500, and you will be contacted by them. Pagers should also be turned off so as not to disrupt the class.</p> <p>Students who conduct themselves in a severe unprofessional manner will be given a failing grade. Students who interfere with the learning process of others or prevent a positive learning environment of the class will receive a lower grade as a result.</p>
Computer Policy	<p>Classroom computers should only be used for class projects, materials or related subjects.</p> <p>The printer in the classroom is only for class related materials. Printing multiple pages of non electronics or robotics related materials is misuse of DMACC resources.</p>
Financial Aid	<p>Every year I receive an email from at least one student that I need to give them a C or better because otherwise they will lose their financial aid. I have no sympathy for these requests and these requests are unfair to those students who study hard and deserve financial aid. I would be</p>

	happy to help you find full or part time employment if needed to continue your college education.
Quizzes	Quizzes cannot be made up! Expect quizzes at any time especially during class periods with low attendance!
Missed Labs	If a student misses a lab or in class exercise, he/she may be given an alternate lab. Simply turning in paperwork for a missed lab will not be accepted. No makeup labs will be accepted the last two weeks of the course for any reason.
Missed exams	You should notify me of your absence prior to the regularly scheduled testing time in order to determine an alternative testing time. Failure to do so results in an unexcused absence and the exam cannot be made up and the resulting exam grade will be a zero. Notify me of your absence by leaving a message on my office voicemail or email. Emails will only be accepted if they are received at my computer before the exam. Missed exams have 10% grade reduction. The reason for absence does not matter.
Late assignments	Homework received one day late is worth 80% of the original value. (NOTE: One day may NOT be the next class time.) Homework received greater than one day late will not be accepted.
Extra credit	TBD
Study expectations	<ul style="list-style-type: none"> • DO THE ASSIGNED WORK AND ANY SUGGESTED PROBLEMS • Talk to me before and any issue becomes a problem. • Form and use study groups. • Come prepared to think and actively participate in class.
Academic dishonesty	"See DMACC Educational Services Procedures ES 262 VII. A. and B" for information on plagiarism, cheating, information about appeals procedures or reference publication that addresses this information in detail."
Non Discrimination Policy	<p>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 (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean's office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.</p> <p>Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.</p>
DMACC Information Web Sites	
DMACC home page	http://www.dmacc.edu/
Admissions &	http://www.dmacc.org/potienti.htm

registration	
WebCT	http://webct.dmacc.edu
Student handbook	http://www.dmacc.edu/handbook/
Add/drop dates	http://www.dmacc.edu/academiccal.htm
Refund policy	http://www.dmacc.org/refund.htm
Support Services	
Accommodations	“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.”
Services for students with disabilities	http://www.dmacc.edu/student_services/disabilities.htm 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.
Academic & educational advising	http://www.dmacc.org/student_services/academic_advising.htm
Career counseling	http://www.dmacc.org/student_services/career_resource.htm
Library	http://www.library.dmacc.cc.ia.us/ 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
Academic Achievement Center	http://www.dmacc.edu/web2000/student_services/academic_achievement_center.htm Provides academic assistance for students on a drop-in basis. Also serves as a make-up testing center. 515-964-6558 or 1-800-362-2127 ext. 6558 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
Computer labs	http://www.dmacc.edu/helpdesk/HD_student.htm 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
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.

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.”

