



<http://www.dmacc.edu>

CAMPUS NAME: Ankeny

COURSE TITLE: Pump Overhaul & Repair

COURSE NUMBER: IND 144

SECTION NUMBER & CRN: Section E1 CRN 13934

INSTRUCTOR INFORMATION

NAME: Dean Hoffmann

EMAIL ADDRESS: drhoffmann@dmacc.edu

PHONE NUMBER: office # 515-964-6277

FAX NUMBER: 515-964-6815

OFFICE LOCATION: 3E #115

OFFICE HOURS/APPOINTMENTS: See schedule posted outside my office.

COURSE INFORMATION

SEMESTER/YEAR: Fall 2015 (2016-1)

DATE SYLLABUS CREATED AND/OR REVISED: Aug. 18, 2015

DAYS & TIME & LOCATION: Tues. 4:00 to 9:00 pm

COURSE DESCRIPTION & CREDITS: <http://www.dmacc.edu/courses/crsrod.asp>

PREREQUISITES: None

STUDY TIPS: To do well in this class, you must do your homework regularly. Study the assigned readings, which will help you follow the content of the lecture. Review your lecture notes. Ask questions. Students are expected to devote three hours of study time for each contact hour. This is a fast paced, course. It is realistic to expect to spend at least 6 hours per week studying for this class. If you miss any lecture, it is your responsibility to obtain the notes from a classmate as soon as possible. Then review the missed notes and ask the instructor any questions on the missed material as soon as possible. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help (tutoring, come in to office hours, etc.) as soon as possible if they feel that they are getting behind on the course material.

TEXTBOOKS & MATERIALS

REQUIRED TEXTBOOKS: NONE, INSTRUCTOR SUPPLIED HANDOUTS

REQUIRED MATERIALS: 3 ring binder, calculator

COURSE POLICIES

ATTENDANCE/PARTICIPATION: Attendance will be taken at the beginning of each class. If you are going to be late or absent, you need to contact me by phone or e-mail before class so that I can plan ahead to assist you if necessary. Class starts promptly at the designated time, **PLEASE ARRIVE ON TIME**. Persons that arrive late for class not only disrupt class, but miss out on important parts of the lecture, handouts, quizzes, etc.

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: <https://go.dmacc.edu/handbook> All cell phones are to be turned off before entering the classroom. If you have a valid reason why you need to take a call during class, notify the instructor ahead of time. **No texting or web surfing during class.**

FIRST INCIDENT – verbal warning, Second Incident – misconduct report.

MISSED EXAMS: If the student calls or emails the instructor **PRIOR TO THE START TIME OF CLASS** the student may, at the discretion of the instructor for what is determined to be a reasonable absence, be able to make up any tests given that class period. If the student fails to contact the instructor prior to the start of class time, the test may not be made up. Test make-ups must be made up within 48 hours of the original test date and time. There is no penalty for the first make up test. **Any second, third, fourth, make-up test will have 20% deducted from the final test grade.**

LATE ASSIGNMENTS: **10 % reduction per day from earned grade.**

STUDY EXPECTATIONS: You are expected to read the assigned chapters in the course text and material assigned. Everyone should be ready for relevant discussion and questions during each class period.

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. 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.”

Click & delete row if addendum being used with weather information.

CLASS CANCELLATION PROCEDURE: IF POSSIBLE, students will be contacted by phone prior to class per the number the student provides to the instructor. Please provide a current phone number where you can be contacted or left a message that can be retrieved in a timely manner. If this phone number changes, please notify the instructor as soon as possible.

ACADEMIC DISHONESTY/PLAGIARISM: Academic integrity, based on the values of honesty, trust, fairness, respect, and responsibility, is a fundamental principle of scholarship at DMACC. DMACC’s Academic Misconduct Policy (ES 4670) prohibits: plagiarism (using another person’s writing or copying any work without proper citation), falsification, unauthorized collaboration during a test or on an assignment, or substitution for another student to take an exam, course or test. If you are to benefit from this class and be properly evaluated for your contributions, 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. Work that violates these values is incompatible with the goals of this class and will not be tolerated. Students who are found responsible for a violation of the Academic Misconduct Policy will receive a FAILING grade for the entire course.

Students have the right to appeal and may do so by following the procedures described in the Academic Misconduct policy. 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 must be worn during all labs. No open toe shoes in the lab. **Do not operate any lab equipment without prior approval of the instructor.**

DMACC INFORMATION

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

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

SUPPORT SERVICES

SERVICES FOR STUDENTS WITH DISABILITIES:

https://go.dmacc.edu/student_services/disabilities

Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850V** or hlcoon@dmacc.edu or the counseling & advising office on any campus to apply for services.

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 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. 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. 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.

