

Instructor Information

Name	Dean Hoffmann		
Phone number	(515) 964-6277	Fax number	(515) 964-6815
Office location	3W-115	Office hours	As posted

Course Information

Semester	Spring	Year	2013 (2013 - 02)
Course title	Power Transmission II		
Course number	IND 147	Credits	4
Section number	2	CRN number	24640
Days & Time	MW 12:05 to 2:35	Location	Build. 3E - Room 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	Industrial Trades Training Manual- Power Transmission Systems
Required materials	Calculator, Safety glasses, Instructor supplied handouts
Software applications	none
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 QUIZ Quizzes are intended to encourage proper preparation for class and regular class attendance and may not be made up, even if the absence is excused.

LAB - Safety glasses are REQUIRED to participate in the labs. One warning given for NOT wearing safety glasses. 2nd time is a zero for that particular lab. It is YOUR RESPONSIBILITY to provide your own approved safety glasses, sun glasses are NOT an acceptable substitute ! Lock out tag Out procedures are to be followed at all times with lab equipment. Instructor must be notified before power is turned on on any lab equipment.

Attendance	
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Grading criteria	<p>Grades will be based upon points earned through a combination of written examinations, quizzes and miscellaneous assignments. Final grades will be based upon the percentage of points earned out of the total points which could have been earned and grades will be assigned as follows:</p> <p>100% - 90% = A 89% - 80% = B 79% - 70% = C 69% - 60% = D Below 60% = F</p>
Classroom conduct	<p>Refer to the DMACC Student Handbook: http://www.dmacc.edu/handbook/welcome.asp</p>
Missed exams	<p>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 , forth, or fifth make-up test will have 10% deducted from the final test grade. Students may be required to take an alternate, but similar test in place of the one given at the scheduled time.</p>
Extra credit	<p>none</p>
Study expectations	<p>You are expected to read the assigned chapters in the course text before coming to class. Everyone needs to be ready for relevant discussions and questions during each class period. It is entirely the students responsibility to be ready for any quizzes or tests.</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. 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	Refer to the DMACC Student Handbook: http://www.dmacc.edu/handbook/welcome.asp The instructor may reduce the student's grade, including the assignment of a failing grade, for all or any of a portion of the course.
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/potenti.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	"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.asp 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.edu/advising/welcome.asp
Career counseling	http://www.dmacc.edu/counseling/
Library	http://www.library.dmacc.edu/ 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/student_services/academic_achievement_center.asp 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/pc_labs.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
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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**, 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>.

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.

