



<http://www.dmacc.edu>

Campus Name: Ankeny

Course Title: Industrial Electro Mechanical Tech

Course Number: MFG 172

Section Number & CRN: 1 31586

Instructor Information

Name	Mike Rahn
E-mail Address	smrahn@dmacc.edu
Phone Number	515.964.6453
Office Location	10-11A
Office Hours	6:30 – 7:00 am and after 2 pm M,W After 11:00 am T,R,F

Course Information

Semester & Year	Summer 2014
Days & Time & Location	Monday – Friday 7 -11 am Bldg 10 rooms 7 and 11
Course Description & Credits	http://www.dmacc.edu/courses/crsrod.asp
Course Competencies	https://go.dmacc.edu/competencies
Course Overview	Skills will be developed in oxy-acetylene welding, cutting, and repair. Safety is emphasized.
Study Tips	Regular attendance is critical to your success in this class. You need to arrive on time and stay for the entire lab.

Textbooks & Materials

Required Textbooks & ISBN	
Required Materials	
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	Time on task is critical to learning the skills, technique and muscle memory required to be a professional welder. All hours of practice and testing will be tracked and your attendance will be 30% of your final grade
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Grading Criteria	70% of your grade will be based on test performance. The final product of welding is the weld itself, the structural bond between the materials is ultimately the true test of a weld, 70% of your grade will be based on your weld test performance.
Classroom Conduct	https://go.dmacc.edu/handbook
Missed Exams	One make up per term will be allowed if students make arrangements ahead of time or call in before an absence occurs. If students miss the day in which a test is scheduled, they must complete the test the day they return to class.
Extra Credit	No extra credit is available
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. 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 the local media.
Class Cancellation Procedure	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.
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 https://go.dmacc.edu/handbook/polprocedures/pages/academic_misconduct.aspx or in the DMACC Student Handbook.
Course Specific (lab) Safety Procedures	It is the responsibility of the instructor to make students aware of safety procedures in the lab.
DMACC Information	
Instructor Home Pages	http://www.dmacc.edu/instructors
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 **515-964-6850** 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, 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.

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.

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

Accommodations: The Program Development/Academic Support Services Director is the official Student Accommodation Officer/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). 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.

Course Schedule

Week or Date	Assignment	Due Date