

MASTER SYLLABUS

(Revised Fall 2010)

Clarendon College

ELMT1305

Basic Fluid Power

This **Master Syllabus** is a template that should be used by all full-time and adjunct faculty who teach this course.

Add to the required information your personal information as indicated on the following pages. The appearance (format) of your syllabus may be changed to your preferences as long as the required information remains in the syllabus.

If you have recommendations for changes to the Master Syllabus, discuss them with the program coordinator, Sharon Hannon.

You may obtain an electronic copy from the Instructional Programs link at Clarendon College's website – <http://www.clarendoncollege.edu>

Example MASTER

SYLLABUS

CLARENDON COLLEGE
Division of Business and Technology

Course Name: *ELMT1305 Basic Fluid Power*

Credit Hours: 3

Instructor: *Include your name the way you want to be addressed*
Office Location: *If applicable*
Phone: *If applicable*
Fax: *If applicable*
Email: *if applicable*

Classroom Location: *List campus and room number*

Office Hours: *List office hours if applicable*

I. Course Description:

Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

II. Course Goal

To provide students with a comprehensive coverage of the fundamental principles of fluid power systems commonly used throughout industry, circuit analysis, problem solving and applications.

III. Learning Objective

Upon completion of this course, the student will be able to:

- Identify fluid power symbols
- demonstrate knowledge of basic fluid power theory
- demonstrate knowledge of component operation
- generate basic fluid power circuits
- demonstrate fluid power circuits using electrical and manual controls

IV. Tentative Course Content and Activities:

Comment: *This is where you can include a listing of what will be covered during the course and a tentative timeframe.*

Textbook(s) (Required):

1. Fluid Power, Hydraulics and Pneumatics. By James R. Daines, The Goodheart-Willcox Company, Inc., 2009
ISBN 978-1-60525-081-6

Final exam on date/time as posted on Final Exam Schedule on Clarendon College website

V. Course Requirements

Comment: *List any materials the student will need for the course.*

Grading Policy: **Comment:** *List a breakdown of how your course will be graded.*

Other Requirements:

- **Comment:** *List any particular requirements you have of the students if they are to be successful in the course.*

A student's final grade will be made available through the Clarendon College website.

Classroom Policies:

Classroom Conduct

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687- 9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Classroom requirements:

The operation of cell phones, MP3 type devices, personal computers, or any other such devices is strictly prohibited during class sessions. The result of such use will result in a zero grade for the event (quiz/test) for that day including final exam day. Cheating, plagiarism or other dishonest acts shall be dealt with to the extent of dismissal from the class permanently on a case by case basis. Under no circumstance will an individual be exonerated after a second incidence, but will be immediately dropped.

Any missed quizzes or exams must be taken within 1 week of the date missed. It is the student's full responsibility to make arrangements to make up a quiz or exam at a time agreeable to the instructor. The Final exam will be taken on the prescribed day or arranged day prior to the final exam.

Comment: You should also list all of your personal classroom policies regarding such things as academic integrity incidents (cheating, plagiarism, or other dishonest acts), attendance, late assignment(s), missed examination(s), safety, collaborative work, extra credit, etc.