

# MASTER SYLLABUS

(Revised Fall 2010)

**Clarendon College**

**HART 2436**

**Air Conditioning Troubleshooting**

MASTER SYLLABUS

HVAC Division

**Air Conditioning Troubleshooting**

**CLARENDON COLLEGE**

**Division of Business and Technology**

**Course Name:** HART 2436 Air Conditioning Troubleshooting

**Credit Hours:** 4

**Semester:**

**Classroom Location:**

**Instructor:**

**Office Location:**

**Phone:**

**Email:**

**Fax:**

**Other:**

**Office Hours:**

*Comment: Adjunct faculty should post one hour per week for each course taught. Example:, thirty minutes before and thirty minutes after class. Full-time faculty should post at least 10 hours per week.*

**Course Description:**

*Comment: This should come directly from the course description available from one of these sources:*

- current college catalog located at the **Students** link on Clarendon College's website
- academic courses: Lower Division Academic Course Guide Manual at <http://www.thecb.state.tx.us/>
- workforce courses: Workforce Education Course Manual at <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>

### **Statement of Purpose**

*Comment: Only if the course is part of the core curriculum.*

*Example: This course satisfies the humanities component of the core curriculum and is designed for transfer to a senior college or university.*

### **Required Instructional Materials:**

#### **Textbook:**

*Comment: List textbook information in standard MLA format.*

*Example: Author's Last Name, First Name. Name of Textbook. City: Publisher, Year.*

#### **Other Relevant Materials:**

*Comment: List any relevant materials students need if they are to be successful in the course (i.e. writing paper, pens, pencils, dictionary, thesaurus, etc.).*

### **Student Requirements**

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

### **Methods of Instruction**

*Comment: List all instructional delivery types that you will plan on using (i.e. Lecture, videotape, demonstrations, presentations, peer review, readings, internet, e-mail, chat, etc.)*

### **Course Objectives**

As a result of this course, you should be able to:

### **Grading Policies:**

*Comment: List a breakdown of how your course will be graded. All academic courses are required to have a final exam or its equivalent. Faculty should generally follow the grading scale as stated in the college catalog.*

The final semester grades will be figured as set in the current catalog:

90 to 100 = A      80 to 89 = B      70 to 79 = C      60 to 69 = D      Below 59 = F

*Comment: Although it is at your professional discretion to weight the components of your course, please include the following Grading Criteria. Quizzes should comprise at least 50% of the total course grade.*

A student's final grade will be made available through Campus Connect at Clarendon College's website.

*Comment: Developmental courses cannot be submitted electronically. The registrar will request a hard copy from you.*

### **Classroom Policies:**

*Comment: List the following Clarendon College policies. Add your own personal policies as desired.*

#### **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 12<sup>th</sup> 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.)

According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

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 12<sup>th</sup> 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."

***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.

Tentative Course Schedule/Outline:

***Comment:*** Include a listing of what will be covered during the course and a tentative timeframe.