



IPOP 2450 Maint Overview for Operations section name section credit hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Introduces the maintenance of equipment that utilizes mechanical, electrical and instrumentation concepts. Topics include: hand tools, bearing fundamentals, equipment lubrication, material handling, electrical safety, battery systems, diagrams, electrical production and distribution, transformers, breakers, switches, AC and DC motors, motor controllers and operations, and introduction to automation and instrumentation.

Prerequisites: course prereqs

Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

- 1.Explain basic safety practices and tools used when involved in maintenance activities
- 2.Explain the importance of preventive maintenance and identify and explain basic PM practices.
- 3.Define terms associated with the input side of a control system
4. Discuss basic mechanical equipment and concepts such as hand tools, bearings, lubricants, lubrication applications, packings and mechanical seals
5. Identify and describe basic components as well as procedures in lifting maneuvers
6. Identify and discuss basic electrical terms, and equipment

7. Explain various sources of electricity, the equipment used to produce it and how the electricity gets to the end user

Required Texts and/or Materials

No Textbook Required

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

Scroll to the middle of the linked page to view

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Course Requirements

1. Class Attendance - 25%

Much of the learning occurs in the process lab setting and is reinforced with the on-line program. Therefore, class attendance and participation are essential to your learning and attendance will be taken. IF YOU HAVE MORE THAN 4 ABSENCES, YOU MAY AUTOMATICALLY FAIL THE CLASS. Class attendance is 25% of the grade, included in this is punctuality and class participation. Points will be taken off for tardiness, leaving early and not participating in class activities.

2. Plant and Lab – 25%

Your grade will come from your participation in the Plant/Lab portion of the class. This portion of your grade is determined by:

Completion of the Group work in the Process Plant on Modules

Active participation by each member of the group

How well the Module was operated

How well the skill check was completed

3. CBT Post Tests (CBTs) On-Line – 15%

After viewing the associated CBT (Computer Based Training) video and or handbook located in CANVAS, you will take a CBT Post Test. These tests are usually multiple choice, true-false, matching or fill in the blank questions.

4. Review Quizzes – 10%

There are several Powerpoints and a reading assignment in the course material. These assignments are found on the Module page of Canvas. After each of these assignments, students will be required to complete some review questions.

5. Sectional Exams – 15%

After a certain amount of material is covered, a written exam will be administered through CANVAS. These tests cover material in that section of the Module page in Canvas. They will cover material in Review quizzes, CBT Post Tests, Power Points and possibly Plant & Lab exercises you've completed.

6. Final Exam – 10%

The final exam will be comprehensive covering all the material presented in this class.

7. Make-Up Test Policy

A penalty can be assessed for taking tests late if the instructor wasn't given prior notification.

8. Students must wear safety glasses and steel-toed shoes when working in the Process and Water Labs and proper clothing.

9. Portfolio

Students will be required to maintain a portfolio throughout the IPOP program. The portfolio will consist of a notebook containing key lessons or skills completed while going through the program. These lessons or skills include: PFD drawings of each of the modules, hands-on competencies requiring you to start-up, shut-down and take a set of readings for each module, hands-on performance of certain analytical test done in the water lab and other key assignments. In order to progress to the next semester, you must successfully pass the items required for the present semester based on the competencies of each item. Students are required to maintain the portfolio, turning them in at the end of each semester for review and given back to you at the start of the next semester.

COVID Safe Practices for Being on Campus

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus, but continue to monitor your symptoms and stay home if you test positive for COVID-19 or when you are not feeling well.
- Contact your instructor.

There is no longer a requirement to complete the intake form if you test positive for COVID-19, experience symptoms, or come in contact with a confirmed positive COVID-19 case.

San Juan College continues to follow the NM Department of Health guidelines with regard to COVID-19. These guidelines can be reviewed by visiting their website at: <https://cv.nmhealth.org/>.

Additional SJC COVID-19 information and resources can be found on the [Coronavirus](#) webpage.

Student Support

Student Services and Support

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies, there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the [Counseling Center website](#) or call 505-566-3404.

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

Much of the learning occurs in the process lab setting and is reinforced with the on-line program. Therefore, class attendance and participation are essential to your learning and attendance will be taken. IF YOU HAVE MORE THAN 4 ABSENCES, YOU MAY AUTOMATICALLY FAIL THE CLASS. Class attendance is 25% of the grade, included in this are punctuality and class participation. Points will be taken off for tardiness, leaving early and not participating in class activities.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC SunsAlert and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may

choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor. If you have not already done so, [Sign up for SJC SunsAlert](#) to stay up to date on weather alerts.

Other Classroom Policies and Expectations

Students will abide by all SJC Rules and Regulations, Safety, Health & Environmental practices used at this facility.

Cell phones, computers and other electronic devices off unless used in part of the Hands-On Training.

No foul language, obscene clothing or unsafe acts, or class disruptions.

Students must complete this course with 76% or higher to progress to the next class.

Canvas Participation and Expectations

Instructor to determine.

Instructor Response Times & Regular Interaction Expectations

Usually instructor will respond within 24 hours.

Course Time Commitment

9-12 hours outside of class each week.

Grading

A93 - 100 %

B	85–92
C	76–84
D	69–75

F	68 or below
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To determine final grades use the calculations above along with the table below...

Category

Weight

Attendance	25
Plant & Lab Skill Checks	25
CBT Post Tests	15
Quizzes, Written Assignments	10
Sectional Exams	15
Final Exam	10

Example of grade calculation

Category	Current Average	Weight	Points
Chapter quizzes	95 x	.25	23.75
CBT Post Tests	89 x	.25	22.25
Sectional Exams	85 x	.25	21.25
Final Exam	100 (assumed) x	.25	25
Your Grade			92.25

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Instructor will post each semester.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or other disabilities, you are encouraged to contact Accessibility Services as soon as possible. The coordinator can work with you to determine eligibility and appropriate accommodations strategies. Please go to your MY SJC portal page, click on Accessibility Services, and complete all the steps.

You can also contact the college's Accessibility Services Coordinator at (505) 566-3271 or accessibilityservices@sanjuancollege.edu. More information is available on the website listed

above.

2. The Family Educational Rights and Privacy Act (FERPA)

Refer to the catalog for information regarding [FERPA](#).

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College.

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

- Open the app
- Click on "Find an organization or subscription" button
- In the search box, either type in San Juan College or 87402
- Click on "SJC SunsAlert"
- Sign on using your SJC email and password
- Once you sign in, you will want to click on "Manage My Profile"

- Click on “edit”
- Include your preferred communication methods.
- Enter your cell phone number in the personal text msg field to ensure you receive text messages.
- Confirm all information (phone number & email) is correct and up to date.
- If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.

In the event of an emergency, an SJC SunsAlert message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without

consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

8. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up

within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

9. Grade Appeals

The policy for grade appeals is in the Academic Catalog ([Grade Appeal Policy](#)).

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook

Not applicable.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.