

Practicum Lab

ACR198/298 (2 credit hours)— Class Schedule

Web-Enhanced (bowlinggreen.kctcs.edu)

Link “Blackboard” BGTC Web-page

Instructor:

Associate Professor Terrell Murphy
Office: Bldg. E, Room 4B
(270) 901-1029
terrell.murphy@kctcs.edu

Office Hours:

M.-T 7:00-8:00 a.m., 1:30 -2:30 p.m.
Fri. 8:00-10:30 a.m. by appointment

Contact person Ron Baldwin 901-1002

Course Description:

Practicum provides supervised lab experience related to the student's educational objectives

Prerequisites: [Permission of the instructor](#)

Co-Requisites: none

Additional Course Requirements: None

Textbooks/Supplies:

Modern Refrigeration & Air Conditioning. Althouse, Turnquist, Bracciano.
Refrigeration & Air Conditioning Technology Tomczyk
Safety glasses are required for all lab classes.

Required Tools: Manifold Gauge R22, Manifold Gauge R410, Voltmeter/Ampmeter, Screwdriver set, Wire strippers, long nose pliers, Crimping Tool, Nut diver Set long, Nut diver Set short, Pipe wrenches 18” & 10”, Adjustable wrenches 6” & 10”, Pliers 10” & 12”, Tool Bag, Hex Key Set, Hacksaw, Swaging tool set, Flaring tool, Tubing cutter, Valve core changer, superheat / subcool meter, vacuum gage, flex gear ratcheting wrench, chisel punch, torch kit, vacuum pump, refrigerant scales, digital manometer, and tape measure.

Drop/Add Policy: Refer to Student Handbook/[2008Spring Bulletin](#)

Course Objectives:

- ◆ Develop safe work habits
- ◆ Demonstrate proper use HVAC tools
- ◆ Explain operation and application HVAC equipment
- ◆ Complete work orders and complete lab activities
- ◆ Troubleshoot and Run HVAC equipment

Course Outline:

- A. General Safety Principles
- B. Proper use of tools
- C. Operation of equipment
- D. Troubleshoot and run HVAC equipment

TASK LIST

1. Practice/observe safety procedures/techniques.
2. Install HVAC split system
3. Install electronic air cleaner
4. Develop problems for troubleshooting.
5. Maintain tools and materials
6. Complete supply order
7. Write work orders
8. Install piping for water source heat pumps

Grading:

Exams/Quizzes--60%, Labs--20%, Workplace Readiness--20% **TOTAL--**
100%

Policies on Attendance and Late/Missed Work:

If the absence is excused, then it is the **student's responsibility to contact** the instructor within three days for makeup. However, all makeup is at the discretion of the instructor.

Withdrawal Policy: It is the **student's responsible** to withdraw from the class. If a student "drops" the class without completing necessary paperwork, a grade of "E" will be awarded. (procedures dates and times in Bulletin information)

Withdrawal Policy: Through the midterm of the session, a student may officially withdraw from a course and receive a "W." After this period, a student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. See the Spring 2008 Schedule of Classes for dates.

Financial Aid Statement: PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

KCTCS Code of Student Conduct: Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The College expects students and faculty to honor, and faculty to enforce, these academic principles. The College affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. Students may refer to the KCTCS Code of Student Conduct, www.kctcs.edu/student/code.htm, for more information on student rights, academic offenses, and the student's right to appeal. Further information on student rights is available on the BGTC website under the Become a Student tab, Student Services. (<http://www.kctcs.edu/student/studentcodeofconduct.pdf>)

Safety/General:

- ◆ **No student will operate any equipment without having received safety information on that equipment.** It is the students responsibility to make sure he/she has had this instruction.
- ◆ All personal safety equipment is the responsibility of the student. The student will be asked to move to a safe area if all safety equipment is not available.
- ◆ Any student endangering the safety of another student will be asked to leave the class at that time. The student will be allowed to return to class the next period and disciplinary action will be taken.
- ◆ Students will not operate any machine or tool unless the instructor is present.
- ◆ Students are not allowed to operate a vehicle owned by KCTCS.

KCTCS Academic Offenses

2.3.1.1 Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were ones own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, and is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

2.3.1.2 Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

2.3.1.3 Student Co-Responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

2.3.1.4 Misuse or Student Falsification of Academic Records

The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

Grievance Procedures: Located in Bowling Green Technical College Student Handbook

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who feels he/she may have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below.

The chief student affairs officer or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director. Each college shall provide a letter, statement, or poster containing information regarding the KCTCS Student Discrimination Grievance Procedure with the name, address, and phone number of the local chief student affairs officer.

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the chief student affairs officer or his/her designee.

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee with thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the *KCTCS Student Code of Conduct*.

Contact information: Dr. Bob Bohman, Chief Student Affairs Officer
Bowling Green Technical College
1845 Loop Drive
Bowling Green, Kentucky 42101
Telephone (270) 901-1114

Students with disabilities Needing Accommodations

Bowling Green Technical College would like to help students with disabilities achieve their highest potential in college. If you need an accommodation because of a documented disability, you are required to register with Disability Services **each semester**. Contact Pam Bulle, Disability Services Coordinator at 901-1202. If you require assistance during an emergency evacuation, notify Disability Services immediately.