Instructor Information

Instructor: Robert Dixon  
Office: “A” building Room 153C  
Mailbox: “A” Building Room 141  
Hours: By Appt. Schedule to be posted.  
Phone: 501-812-2795  
rdixon@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is as follows.

Chair: Zachary Walker  501-812-2254  zwalker@uaptc.edu  
Dean Bentley E. Wallace  501-812-2858  bewallace@uaptc.edu

Course Information

This is a Lecture type class. It will meet Thursday from 11:45 to 1:25 pm in “A” building room 153”D”, unless notification is given of a change.

Catalog Description

HVAC 2304. Residential HVAC A comprehensive study of residential air conditioning systems, including split systems and package equipment with an introduction to mini-split systems and an emphasis on safety, codes, and ordinances. Students will be introduced to the psychometric chart, laws of basic airflow, equipment sizing data and zoning, with an emphasis on wiring diagrams, control circuits, and troubleshooting. Evacuation procedures learned in HVAC 1104 and HVAC 1212 will be expanded upon. Individual projects will include an examination of residential air conditioning systems with respect to installation, operation, and servicing. Fundamentals of sheet metal will be introduced, including the proper use of tools and equipment. Theory/ Lab. Prerequisites: HVAC 1224, EPA Core and Type II certifications. (4 credit hours) (F)

Course Materials

Required text: Modern Refrigeration and Air Conditioning, Althouse, Turnquist Bracciano. 20th edition

Required Equipment:  
- Pen or pencil.  
- Three ring binder.  
- (4) dividers for three ring binder.  
- Paper for three ring binder (No fuzzy edges).  
- Calculator (Phone is not an acceptable substitute).  
- Other items as advised by your instructor.
UA-Pulaski Technical College Mission Statement:

Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:
1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes
1. Critical and creative thought
2. Effective argumentation with a focus on tone, purpose and audience
3. Academic integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individuals and their work
8. Collaborative study and writing

Student Learning / Course Outcomes
The student will be able to demonstrate proficiency in the following areas
1. Analyzing the refrigeration cycle
2. Demonstrate proper usage of gauges to determine subcooling and superheat
3. Determine the importance of evaporator and condenser air flow
4. Demonstrate the fundamentals of refrigerant leak detection and system evacuation
5. Reading a psychometric chart to determine humidity and other parameters

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding this institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college
processes whenever possible. UA-Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires each student to be actively involved in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by ALL instructors during the first two days of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

H.V.A.C. Department attendance policies.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class (four class periods, equal to 25% of the class meeting occurrences) may be given an “F” for the course’

Any student who does not attend at least one class session within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

1) There are no excused absences.
2) Attendance will affect your final grade. (Attendance grade is calculated by dividing total classes attended by the total classes successfully meeting)
3) Roll will be called at the beginning of class, any student not answering roll will be counted absent.
4) Students leaving or missing class for more than 10 minutes for any reason will be counted absent. If a student arrives after roll call, they will be counted as tardy.
5) 2 Tardies equal 1 absence
6) Leaving class/lab for more than 15 minutes. for any reason equals = 1 Absence

7) If you are more than 30 minutes late = 1 Absence
8) Students that reach 4 total absences before the end of the semester have 2 options (Withdrawal from the course) or (receive an "F" for the final grade)
9) MILITARY service or LOCAL, CIRCUIT COURT, OR FEDERAL JURY DUTY are the ONLY Excused Absences!

Students absent more than 20% of the scheduled class days will be dropped from the course.
Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

*In a lab situation ALL O.S.H.A. mandated safety rules will be followed, for your own protection.

Classroom and Lab Policies

A. The following is NOT permitted in the classroom or lab:
   - Horseplay, including, but not limited to, pulling, pushing, hitting, spitting, throwing or practical jokes.
   - Use of foul language, foul or threatening non-verbal signs, rude, racial, or slanderous terms or remarks
   - Yelling across the classroom/lab/parking lot unless an emergency is taking place

- **ABSOLUTLEY NO EAR BUDS, HEAD PHONES ETC. OF ANY KIND MAY BE WORN OR DISPLAYED. WHILE CLASS IS IN SESSION.** Unless required to compensate for hearing impairment or other conditions. A letter from Student services to the instructor is required before this exemption or any other can be granted.
   - Sleeping during class
   - Attending class while under the influence of drugs or alcohol is NOT permitted. If an instructor suspects that a student may be under the influence of drugs/alcohol, campus security will be called and the student will be immediately escorted from the class. This behavior will result in the student being dropped from the course.
   - Children in classroom/lab are not allowed at anytime
   - Tobacco use of any kind, including E-CIGARETTES and smokeless tobacco. State law holds jurisdiction in this case

B. The following is REQUIRED of all students in the program:
   - Wear eye protection at all times while in the shop/lab
   - Wear welding helmet, sleeves, leather boots (preferably steel toe), and leather gloves while welding. (no shorts, short pants, frayed jeans, flannel shirts, polyester shirts, or pants with cuffs are permitted)
   - Wear proper fitting clothing (NO loose fitting shirts/blouses or sagging pants)
   - Following the guidance of the instructor, complete and incident report for all accidents
   - Assist any student who has an accident and is unable to walk or see. Additionally, all students are required to ensure the instructor is summoned immediately.
   - Safety of all persons shall me maintained at all times when operating equipment and tools.
Return all tools and items used in this facility to their proper storage place. Participation in mandatory clean-up at the end of each class.

C. If a student would like to chaperone into the lab or class a visitor who is not enrolled in this program in order to view a project/shop/etc. permission must be obtained in advance from the instructor and a time must be scheduled in advance with the instructor.

D. Students may be asked to leave class for the remainder of the session for any type of misconduct to include, but not limited to, rudeness, loud talking, insubordination, speaking out or talking over others, mischievousness, theft, or any other reason the instructor finds as disruptive to the teaching and learning process.

If the instructor requires a student to leave the class for disruptive behavior and the student leaves when notified of the requirement, the instructor will notify student services, but no further disciplinary action will be taken at that time. The student will be required to meet with the instructor before class on the next meeting time to discuss the disruptive behavior and outline corrective future classroom behavior.

Should the student refuse to leave class upon the instructor's instruction to do so, the instructor will request security to remove the student from the classroom. The instructor will further notify student services and the student will not be permitted back into the classroom unless/until student's services authorizes the student to do so.

NOTE: Upon a second incident of being dismissed from the class for disruptive behavior or failure to wear mandatory PPE, the student will be dropped from the program.

E. The UAPTC student handbook rules and regulations will be enforced in this class at all times.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

The grading for this class will be as follows:

- Classroom/written exams: 50% of final grade
- Lab assessments: 50% of final grade
- There will be approximately 6 written exams
- With the exception of the safety exam, retesting is NOT permitted
Safety Exams:

- Students are required to pass the written safety exam with 100% before the student will be permitted to the lab.
- Students will be allowed to take the safety exam a maximum of 3 times to attain 100%. Students who do not pass the safety test with a score of 100% will be dropped from the course.
- Although 100% is required to participate in shop lab activities, only the first score will be applied to the students overall grade.

Lab Assessments:

- Lab grades will be based on the quality of the performance of the student while engaged in any lab situation. Participation in the required work, mastery of the skill and knowledge of the subject will guide the issuance of grades. (percentage grades will be given based on the entire lab performance)

- In addition to personal characteristics, H.V.A.C. technicians are most valuable to employers when they are successful with the following employability skills: craftsmanship, artisanship, time management/deadline achievability, and team participation. Therefore, these characteristics will be included in all shop laboratory project assessments.

Participation/Attendance:

- Participation in the shop laboratory and classroom is essential for a student to acquire the skills necessary to become a successful welder.

- The student will be provided with basic PPE. If the student feels the need for other types of safety equipment he must provide them in a timely manner so as to participate in ALL lab and class sessions.

- Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, "The gaining of knowledge and the practice of honesty go hand in-hand."

The catalogue also states, "The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course."

Plagiarism Defined: Offering the work of another person as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes
downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

Procedure for Discipline of Cheating and Plagiarism: The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course. 108 CODE OF STUDENT CONDUCT PENALTY If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of “F” in the course. The instructor will notify the student of his or her decision concerning the student’s grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Student Affairs or his or her designee shall determine if disciplinary action is warranted.

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Accommodation Policy
Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct
All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct
No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the I-JA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756 manderson@uaptc.edu
Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>COURSE SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Week</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

Final Exam Schedule: May 4^{th}-10^{th}

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
UA-Pulaski Technical College
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for HVAC 2304 01S class at UA Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

__________________________________________
Semester

__________________________________________
Date

__________________________________________
Print name

__________________________________________
Signature

__________________________________________
UA-PTC Email address
Student Drug Testing

UA-Pulaski Tech (UAPTC) has an obligation to provide a safe learning environment for students. PTC offers various programs that require students to work in shop areas with hazardous equipment with the potential to cause severe injury or death. PTC also offers allied health programs that require direct patient care. Students in these shop areas and patient care areas must be attentive and focused on their actions, as well as other students around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision making are a hazard to the safety of others.

Pulaski Technical College realizes that students who are impaired due to illicit drug use are a danger to others. Therefore, students enrolled in this course will participate in random drug screening. Students who have a positive drug screen will be dropped from this course and may re-test and apply to the program as early as next semester. The college refund policy will apply and financial aid may be affected.
Student Drug Testing Administrative Rule of UA-PTC

Student Acknowledgement

Please Initial Each Statement

I acknowledge that I have received a copy of the Student Drug Testing Administrative Rule of UA-PTC and understand that I will be subject to random drug testing during this term.

I understand that a positive drug screen will result in being dropped from all classes referenced in Administrative Student Drug Testing Rule and from this program of study.

I understand there will be no tuition or fee refunds for courses that are dropped as a result of the drug screening process and if I receive financial aid, it may be affected.

I understand that if I am selected for a random drug screen and am absent on the day of the screening, I may not return to class without evidence of a “clear” drug screen and a sufficient reason for my absence. This is according to the attendance policy of the course and college.

Printed Name

Signature

Program

Today’s Date

Updated August 2017
## 2019 Spring Shirt Order Form

Name: ________________________________

Campus: _______________ Department: ________________

Phone: ________________

<table>
<thead>
<tr>
<th>Shirt Size</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X-Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2X-Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3X-Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4X-Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5X-Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit to: Vina Garcia  
Tuesday January 15, 2019
Student Contact Information Change

Changes to student information can only be made by the student. A valid photo ID must be presented. Allow 3 to 5 business days for your request to be processed.

SSN/Student ID: __________________________________________

Name: ____________________________________________________

Change My: Mailing Address
Phone Number
Personal Email Address
Emergency Contact Number
Date of Birth

Mailing Address
Street: ____________________________________________________

City: _____________________________________________________

State: _____________________________ Zip: ______________________

Phone Number: __________________________ Date of Birth: __________

Personal Email Address: ______________________________________

Per University of Arkansas — Pulaski Technical College policy, all official communication from UAPTC will still be sent to your UAPTC student email address.

Emergency Contact Number: _________________________________
How to be Successful at UA-PTC

1) ATTEND every class. Be on time and have all the supplies you need.

2) USE the syllabus. Understand what is expected of you and what you can expect of your instructor. Check the course outline every day and pay attention to due dates and test dates.

3) KEEP a planner/calendar. Transfer all important due dates to ONE MAIN planner/calendar. Check in daily and make changes as necessary.

4) PARTICIPATE in class. Take notes, ask questions, listen respectfully to your instructor and classmates, and write down any oral instructions your instructor gives. (HINT: Instructions are often given at the end of class—when many students are already packing up to leave!)

5) TRY the two-hour formula. You should SCHEDULE two hours of study time out of class for every hour you spend in class. If you are taking 12 hours, you should budget 24 hours for study.

6) KNOW the names of your instructors and your academic advisor. Most importantly, get to know them so that you will feel comfortable if you need to ask for help.

7) CHECK your UA-VTC email daily. You can add the college email to your phone to make this easier for you. You also need to check in Blackboard and anywhere else your instructor posts information or assignments on a regular basis.

8) LEARN how to use the library and other college resources. Your tuition paid for these resources, so know what is available to make going to college easier for you.

9) CONSIDER the impact your academic decisions may have on your ability to reach your long-term goals. Putting off taking a required course, dropping a course, or cheating or course plagiarizing can hurt you in the long run.

10) USE your financial aid wisely. Do not take out loans that you do not need. Realize that there is a life-time limit on loans and PELL grants. Apply for as many scholarships as you think you can get. Try to graduate debt-free.

Ultimately you’re responsible for your success at UA-PTC, However every employee at this college is here to help—you just need to take the first step and ask for assistance.

Have a great semester!
Spring 2019 (Important Dates)

Last Day of Registration                              January 9
Payment Deadline                                      January 9
Martin Luther King’s Birthday (Campus Closed)         January 21
Spring Break                                          March 17-24
Commencement (10 a.m. Verizon Arena)

Classes Begin
8 week 1 term                                          January 9
8 week 2 term                                          March 11
    8 week 1 term                                      January 10
    8 week 2 term                                      March 12
16-week term                                          January 15

Census
8 week 1 term                                          January 15

Add/Drop/Swap Online or Change to Audit

    8 week 2 term                                      March 15
    16-week term                                       January 24

Mid-Term
Mid Term 1st 8 Week Term                                February 6
Mid Term 2nd 8 Week Term                                April 12
Mid Term 16 Week Term                                   March 12

Last Day to Withdraw
8 week 1 term                                          February 18
    8 week 2 term                                      April 23
    16-week term                                       April 17

End of Term
16 week term                                           May 10th

Finals

16-week term                                           May 4-10