Course Syllabus - ENGT 1330 – Process Operations Professional II

**Course:** ENGT 1330–MWF + arr: \_\_\_\_ to \_\_\_\_ am in Dailey 110

**Instructor:** \_\_\_\_\_\_\_\_\_

**Textbook:** None

**Contact Info:** Office hours: A time and place will be set and communicated to you soon. Please don’t hesitate to contact me to set up a time to meet.

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Description:**

This course continues student progress towards developing the professional skills needed to succeed in the process operations industry. Students will demonstrate resourcefulness techniques and will work in a team environment to plan for a capstone project demonstrating the tenants of effective project management. It is the second in a series of courses on professionalism and focuses on professionalism, teamwork and technological resourcefulness.

**Course Objectives:**

Utilizing a capstone project, the students will gain and demonstrate an understanding of team development, organization, and roles and responsibilities to safely and successfully execute the project:

1. Students will demonstrate resourcefulness techniques to include but not limited to:
   1. Internet browsing
   2. Database searches
   3. Operational and technical manual referencing
   4. Subject matter experts
2. Students will explore and demonstrate and understanding of group development. This outcome will continue the seminar series on communication.
3. Students will work in a team environment to plan for an application based industrial project and demonstrate tenants of effective project management to include but not limited to:
   1. Time management
   2. Budget management
   3. People management
   4. Resource management
4. Students will complete a comprehensive capstone design project in a team environment and submit a professional report describing that project.

**Co/Pre-Requisite:**

Process Operations Professional I

**ICC Foundational Goals and Outcomes:**

Course supports the following ICC Outcomes:

Goal area 1: Communication

Goal area 2: Critical Thinking

**Requirements:**

A personal commitment to take personal responsibility to learn and comprehend the course objectives and then be able to demonstrate this knowledge in an appropriate professional manner.

This includes, but is not limited to:

**Completion of Assignments**

Assignments will have due dates as prescribed at time of assignment. Exceeding the due date may result in a score of zero. All late work will be assessed at least a 20% penalty. \*Descriptions of assignments will be provided in class.

Students who miss tests and quizzes will not be allowed to make them up unless PRIOR arrangements are made.

**Grading**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Score | 0 | 1 | 2 | 3 | 4 | 5 |
| Description | Not Submitted | Poor | Needs Improvement | Acceptable | Desired | Exemplary |

**Course Expectations**

Class information will be delivered in a variety of methods including but not limited to: D2L, your official student ICC email on Office 365 and verbally in class. Checking your Office 365 account every 24 hours is a class requirement. If you need assistance gaining access to any of these resources, please contact IT at 218-322-2440.

\_\_\_\_ 30% Capstone Project (report, working model, presentation)

\_\_\_\_ 10% Reflections

\_\_\_\_ 30% Professionalism (Meeting Workplace Expectations/Engagement with Learning)

\_\_\_\_ 20% Homework and smaller projects

\_\_\_\_ 5% Neat, organized 3-ring binder (no envelope style) of the capstone project. One per team.

\_\_\_\_ 5% Learning Report

* The instructor has the ability to add or subtract 30% to final grade based on workplace skills.
* Pink slips will be handed out half way through the semester to students not completing work.
* To meet these requirements, each student will need to dedicate **2-3** hours to outside learning for every 1 class period.

**What you can expect from this course?**

* Applicable knowledge of design projects and the Rankine Cycle to use in my career as an operator
* The ability to apply the fundamental principles I learned in the course in my career and everyday life
* The ability to effectively solve problems I encounter in my learning and to ask questions to aid my learning
* Feedback on my development as a professional operator

**What is expected of you?**

* Arrive promptly to be fully engaged in every class
* Improve your proficiency in the practice of identifying and using reliable resources
* Utilize time outside of the class to engage with other classmates to learn class material
* Reflect, identify, and create plans to improve behaviors that will help ensure success in your career
* Embrace process operations technical 1 as essential industry knowledge that you will need in your career.
* Be at class fully engaged in your learning on time every day.
* Learn inside and outside of class to meet the learning goals.
* Practice encoding your knowledge for later retrieval in your career.
* Monitor acquisition of your knowledge and development of your self-directed learning abilities.

**Attendance:**

As an operator in industry you are expected to be prompt and to communicate in a professional manor with your manager at all times. This includes being late or taking time off. I expect a call or text before class if you are going to be late or will not be able to make it.

I have read the full-length syllabus and fully understand all the details included. I understand the class expectations as laid out by this syllabus and commit to attending class every day fully engaged:

*Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_*

*Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_*

***EXTRA HELP AVAILABLE:***

*If you experience difficulties in this class, please notify me as soon as possible. If needed, we can work through the Academic Support Center to provide additional help (no cost).*

***DISABILITY INFORMATION:***

*Itasca Community College is an Equal Opportunity Educator and Equal Opportunity Employer. If you have a disability, either permanent or temporary, I encourage you to notify the Disability Services Office to see if you are eligible for accommodations. In order to receive services that are available under the Americans with Disabilities Act, you must notify the Disability Services Office and produce documentation related to the disability.*

***AFFIRMATIVE ACTION:***

*Itasca Community College is committed to promoting equal educational and employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, reliance on public assistance, or organizational membership.*

***STATEMENT OF ACADEMIC INTEGRITY:***

*Unless otherwise indicated by the instructor, students should not submit, as part of the course requirements, any work that is not his or her own in its entirety. This activity is academic dishonesty and the consequences are a zero for the assignment or exam, course grade may be lowered by one letter grade for first offence, and you will be referred to the student conduct officer. Additional offences may result in an “F” for the student in the class and will again be referred to the student conduct officer.*

***ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT:***

*Itasca Community College is committed to continuous improvement of student academic achievement. The College is engaged in the assessment of its academic programs and courses to assure that student learning is not only occurring but also improving. Further, classroom assessment by individual instructors discovers what is working in the particular classroom to facilitate learning. At each of these levels of academic achievement – classroom, course and program – you, the student, will be asked to participate to enable the college to improve its product, which is your learning and training. Assessment is a means to evaluate the learning and training process and is separate from the grading process. Your participation will be solicited and appreciated.*

***Due to the potential of illness, weather, time requirements for projects, etc., I reserve the right to change the order of presentation, the amount of material that will be covered in this course, and the nature of assignments.***

***– \_\_\_\_\_\_\_\_\_\_\_\_\_\_***