

10.	Metering Devices	1)Blackboard: Metering Devices 2) Print and submit a copy of the Danfoss certificate of completion
11.	Evaporators	1)Blackboard: "Evaporators" 2)Written assignment TBA
12.		2)Written assignment TBA
13.	Refrigerant Management and the EPA	1)Blackboard: Core, Type I, Type II, Type III 2)Assignment: TBA
14	Coast Guard Diagram review	Marine Engineering Workbook

Course Policy

1. Classes are mandatory for all classes and labs. All requests for excuse from class must be presented in writing prior to the absence. There will be **2 point deducted** from your final grade for every unexcused class absence. **Four (4) unexcused class absences will constitute an immediate course Failure grade.** A **Failure grade** will be given if a lab is missed. There will be **NO** make-up labs at the end of the semester.
2. The **uniform of the day will be worn** in proper order within the classroom. Non-regimented students will wear professional casual attire. Appropriate attire and safety glasses will be worn in lab.
3. Cellphones, tablets and other social/entertainment devices **are not** allowed during class for any reason (ie as a substitute for a calculator...). If seen during class, it will be confiscated.
4. Exams will be given as necessary. Material for the exams may come from material covered in class, labs, reading assignments, handouts, labs, films, Coast Guard study guide (MEWB) and visuals etc...There are **NO** make-up exams given. **ONE** exam will be dropped at the end of the semester.
5. If you miss a class for any reason, you are responsible for all lessons, assignments..
6. **NO** electronic devices may be used during exams **EXCEPT** a non-wireless data-transmitting calculator. Calculators **MAY NOT** be shared during a quiz or exam. Any infringement from this policy will constitute cheating and will be treated as such in accordance with regimental manual/academic policies.
7. Except for the Team projects, any work **not** done on an **individual** basis will constitute cheating and will be treated as such in accordance with regimental manual/academic policies.
8. The Refrigerant Use Certification exam will be offered near the end of the semester. If a Universal certification is obtained, 10 points will be added to your final grade. If any other certification is obtained, 5 points will be added. These points cannot be used to increase a grade of 60.0 or less.
9. There may be periodic assignment changes to this syllabus. You will be required to be cognizant of, and perform to these changes as they are occur. Any update to the revised syllabus will be posted in Blackboard. It **WILL NOT** be handed out in paper form.

***This is a STCW course. You must maintain at least a C- (70 average) in order to pass this course!**

*** There is a STCW assessment done during the last lab. The assessment must be passed by all majors or a FAILURE will be given for the course!**

Lab quiz and assessment grading:

Lab quizzes will account for 20% of your final grade.

STCW assessment grade 20% of your grade: 1st try – 100%; 2nd try – 80%; 3rd try-60%; 4th try-0%

*MMA is committed to providing reasonable accommodations to students with documented disabilities. Students who believe they may need accommodations for this class are required to contact Prof. Fran Tishkevich, Director of Disability Compliance, within the first two weeks of class at ext. 2208 or by email at ftishkevich@maritime.edu.

*MMA Health Services realizes that students may encounter situations which could impede their academic, personal and social development and success. Counseling services are designed to help students address these concerns, increase their self-awareness and empower them to manage challenging areas in their lives. To schedule a confidential appointment please call ext 1480.