

EN-3213L REFRIGERATION LAB POLCY
MASSACHUSETTS MARITIME ACADEMY SPRING 2025

INSTRUCTORS: LT. W. HIBBARD
CHIEF N. JORDAN

HARRINGTON OFFICE #218A

whibbard@maritime.edu

TEL: 508-830-5220

OFFICE HOURS:

MONDAY 0900-0950 ; WEDNESDAY 0900-0950 FRIDAY 0900-0950 ; or By Appointment.

REQUIRED READINGS & VIEWINGS: Lab manual handouts and videos posted on Blackboard are required *before* attending lab exercises.

Lab Policy

1. **Labs** are mandatory. Labs start on-the-hour. You are expected to be in the lab space before the start of lab. **Do not** enter the lab after the start unless you have a valid reason for being late. Forgotten PPE does not constitute a valid reason for being late. Proper academy approved attire must be worn in lab. Torn, holed, and ragged attire will not be allowed in lab. Safety glasses must be worn in lab while working at a system. No absences (missed labs) are allowed. All labs must be taken in sequence. You will not be allowed to start a lab unless the previous lab is completed. A lab is not considered completed unless the lab quiz is taken. Labs not finished by the student(s) within the scheduled 3 periods will be considered incomplete and must be done over in its entirety. There will be **NO** make-up labs *done by the* teacher with the exception of the last lab (STCW). You will need to trade places with someone in another lab if you are going to miss a lab. Please see me if you need to view a list of students. ***There is no guarantee that there will be other options for making up a lab but the Department Chair may schedule a make-up for extenuating circumstances.*** A Failure grade for the course will be given if a lab is ***not made up before the end of the semester.***
2. The corresponding lab video must be viewed BEFORE lab. A link is posted in Blackboard. If you haven't watched the lab video, you won't be allowed to attend the lab.
3. Study the lab hand out before you come to lab. You should also review your previous labs attended as the labs build on each other.
4. All labs must be completed before the end of the allotted lab period. If not, a lab quiz will NOT be given and NO lab credit will be given. The lab will have to be retaken in its entirety.
5. Labs must all be taken in sequence. They may not be taken out of order.
6. If you or your partner causes a "blow down," you will be immediately dismissed from the lab. You will have to make up the lab in its entirety. *Blow down definition: A high pressure, high velocity refrigerant fluid that is escaping from a system uncontrolled.
7. **Cellphones, computers, tablets** and other social/entertainment devices **are not** allowed during lab for any reason (ie as a substitute for a calculator...). If seen during class or lab, it will be confiscated and not returned **for at least 24 hours**.
8. **Food & Beverages** are **not** allowed in the classroom or lab. The only exception is **water** in a manufactured container intended for reuse.

9. Missed labs due to flight arrangements are completely avoidable. In the event of a missed lab due to a flight scheduling conflict, a lab make-up will not be available to students. Consider yourself warned.

Lab quiz and assessment grading:

There will be a Lab quiz at the end of each and every lab. The quiz will be graded and averaged towards your final class grade as outlined in your professor's lecture syllabus.

Practical Assessment (STCW):

A practical assessment is required for completion of the Refrigeration Lab. This practical assessment will be held on the final scheduled lab meeting. Details of the practical assessment are included in the lab manual.

STCW assessment 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.