

# TENTATIVE—SUBJECT TO CHANGE

# DIET 1020 Preventative Maintenance

# COURSE SYLLABUS

**Spring Semester 2022 (202214)**

## Course information

Credit Hours/Minutes: 5 / 4705

Campus/Class Location: Swainsboro Campus / Room 2139

Class Meets: M,T,W,R 11:25 Am – 1:15 Pm

Course Reference Number (CRN):40059

## Instructor contact information

Adjunct Instructor Name: Joey Amerson Adjunct College Email Address: [Joey Amerson](mailto:jamerson@southeasterntech.edu) ([jamerson@southeasterntech.edu](mailto:jamerson@southeasterntech.edu)) Campus/Office Location: Swainsboro / Building 2 Room 2139 Office Hours: By Appointment / See Jeffrey Wyatt below Phone: 478-289-2216

Full- Time Instructor: Jeffrey Wyatt

Office Hours: Monday-Thursday (MTWR) 7:00-8:15 AM, 4:00-5:15 PM

Office Location: Building 2 Room 2139

Email Address: [Jeffrey Wyatt](mailto:jwyatt@southeasterntech.edu) ([jwyatt@southeasterntech.edu](mailto:jwyatt@southeasterntech.edu))

Phone: 478-289-2218

## Southeastern technical college’s (STC) Catalog and Handbook

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College’s [Catalog and Handbook](https://catalog.southeasterntech.edu/) (<https://catalog.southeasterntech.edu/>).

## REQUIRED TEXT

Electude Heavy Vehicles Systems, 24 Month voucher, ISBN 97894-93163-68

Fundamentals of Medium/Heavy Commercial Vehicle Systems, Second Edition Two year voucher, ISBN 9781284196429

## REQUIRED SUPPLIES & SOFTWARE

Three ring binder notebook, computer access, loose-leaf paper, pencils, and highlighter. Daily, MTWR, access to a reliable internet connection for use with Blackboard, Fundamentals of Diesel (CDX), Electude, mySTC, and college email.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment, topics include: general electrical systems diagnosis: battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

## MAJOR COURSE COMPETENCIES / Outline

1 Engine Systems

2 Cab and Hood Areas

3 Heating, Ventilation, and Air Conditioning (HVAC)

4 Electrical/Electronics

5 Frame and Chassis

## PREREQUISITE(S) COREQUISITE

DIET 1000 – introduction to Diesel Technology, Tools, and Safety

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Wednesday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 66.25 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](https://southeasterntech.okta.com/) tab on STC’s Website. Email can also be accessed in the menu of your Blackboard course.

Safety Glasses required any time students are in the shop.

Long Pants, ***(No Shorts are allowed)***

Safety Toe Boots strongly recommended. ***(No open toe or open heal shoes are allowed)***

Tee Shirts or Button up shirts are allowed, ***(No tank tops, or cut off shirts allowed)***

*STC Diesel Tee shirts are available at the book store 1 required.*

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College.  Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained.  This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process.  Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

## COVID-19 Signs and symptoms

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

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| --- |
| **COVID-19 Key Symptoms** |
| Fever or felt feverish |
| Chills |
| Shortness of breath or difficulty breathing (not attributed to any other health condition) |
| Cough: new or worsening, not attributed to another health condition |
| Fatigue |
| Muscle or body aches |
| Headache |
| New loss of taste or smell |
| Sore throat (not attributed to any other health condition) |
| Congestion or runny nose (not attributed to any other health condition) |
| Nausea or vomiting |
| Diarrhea |
|  |
| **In the past 14 days, if you:** |
| Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor(s). |

## Covid-19 Self-Reporting Requirement

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:Stephannie%20Waters), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student’s last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell](mailto:ejarrell@southeasterntech.edu) [(ejarrell@southeasterntech.edu)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165.

## **Specific Absences**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell](mailto:ejarrell@southeasterntech.edu) [(ejarrell@southeasterntech.edu)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## Withdrawal Procedure

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

## **MAKEUP GUIDELINES** (Tests, quizzes, homework, projects, etc.)

Any assignment can be made up with acceptable excuse approved by the instructor; any assignment not made up will result in the student receiving a zero.

## ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

## Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

1. **Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

1. **Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION**

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| **American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer** | **Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer** |
| --- | --- |
| Helen Thomas, Special Needs Specialist  Vidalia Campus  3001 East 1st Street, Vidalia  Office 165 Phone: 912-538-3126  Email: [Helen Thomas](mailto:hthomas@southeasterntech.edu)  [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu) | Lanie Jonas, Director of Human Resources  Vidalia Campus  3001 East 1st Street, Vidalia  Office 138B Phone: 912-538-3230  Email: [Lanie Jonas](mailto:ljonas@southeasterntech.edu)  [ljonas@southeasterntech.edu](mailto:ljonas@southeasterntech.edu) |

## accessibility Statement

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

## **ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College (STC) Website](http://www.southeasterntech.edu/) ([www.southeasterntech.edu](http://www.southeasterntech.edu/)).

## Technical college system of georgia (tcsg) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

| **Assessment/Assignment** | **Percentage** |
| --- | --- |
| Chapter Test | 30% |
| Final Exam | 20% |
| Shop Lab | 50% |

## grading scale

| **Letter Grade** | **Range** |
| --- | --- |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

# DIET 1020 – Preventive Maintenance

# Spring Semester 2023 Lesson Plan

Subject to Changes per Discretion of the Instructor

Instructor will assign DTNA Training and Meritor Training as needed

Instructor will assign shop task to students as necessary

Shop task will count towards student shop/lab grade

| **Date/Week** | **Chapter/Lesson** | **Content** | **Assignments & Tests Due Dates** | **Competency Area** |
| --- | --- | --- | --- | --- |
| Week 1  01-09-2023 | CDX  JCB | Login into CDX and complete the pretest for chapter 62  Login into JCB, complete Gear oil and ATF  **THIS IS THE WEEK TO LET US KNOW ABOUT ANY LOGIN ISSUES.** | Assignments are due on  **01-11-2023**  **By midnight** | 1,2,4  A,B,C |
| Week 2  01-16-2023  **No class Monday 01-16-2023** | CDX  JCB | Start on chapter 62 and complete quizzes 1-3 in CDX  Task sheet MHT1A002  Complete JCB engine oil products in JCB | Assignments are due on  **01-15-2023**  **By midnight** | 1,2,4,5  A,B,C |
| Week 3  01-23-2023 | CDX JCB | Complete chapter 62 quizzes 4-6 in CDX  Task sheet MHT4G003  Complete JCB filters in JCB | Assignments are due on  **01-25-2023**  **By midnight** | 1,2,5  A,B,C |
| Week 4  01-30-2023 | CDX JCB | Complete chapter 62 quizzes 7-9 in CDX  Task sheet MHT1D003  Complete JCB oils and lubricants | Assignments are due on  **02-01-2023**  **By midnight** | 1,2,5  A,B,C |
| Week 5  02-06-2023 | CDX | Complete chapter 62 quizzes 10-12 in CDX  Task sheet MHT1E001 | Assignments are due on  **02-08-2023**  **By midnight** | 1,2,3,4  A,B,C |
| Week 6  02-13-2023 | CDX | Complete chapter 62 quizzes 13-15  Task sheet MHT1E006 | Assignments are due on  **02-15-2023**  **By midnight** | 1,2,5  A,B,C |
| Week7  02-20-2023 | CDX  JCB | Complete chapter 62 test and end of chapter questions  Task sheet MHT1G002  Complete Hydraulic oil products in JCB | Assignments are due on  **02-22-2023**  **By midnight** | 1,2,4,5  A,B,C |
| Week 8  02-27-2023  **Student Study Day on 03-02-23** | CDX | Complete Preventive Maintenance and Inspection Final Exam in CDX | Assignments are due on  **03-01-2023**  **By midnight** | 1,2,3,4,5  A,B,C |
| Week 9  03-06-2023 | CDX | Complete chapter 41 quizzes 1-3 in CDX  Task sheet MHT1G004 | Assignments are due on  **03-08-2023**  **By midnight** | 1,2,4  A,B,C |
| Week 10  03-13-2023 | CDX | Complete chapter 41 quizzes 4-6 in CDX  Task sheet MHT2C004 | Assignments are due on  **03-15-2023**  **By midnight** | 1,2,5  A,B,C |
| Week 11  03-20-2023 | CDX | Complete chapter 41 end of chapter questions and test in CDX  Task sheet MHT4G001 | Assignments are due on  **03-22-2023**  **By midnight** | 1,2,5  A,B,C |
| Week 12  03-27-2023 | CDX | Complete chapter 44 quizzes 1-3 in CDX  Task sheet MHT2C009 | Assignments are due on  **03-29-2023**  **By midnight** | 1,2,4,5  A,B,C |
| Week 13  04-03-2023 | ***Spring Break***  ***No Class*** | ***Spring Break***  ***No Class*** |  |  |
| Week 14  04-10-2023 | CDX | Complete chapter 44 quizzes 4-6 in CDX  Task sheet MHT2D001 | Assignments are due on  **04-12-2023**  **By midnight** | 1,2,3,5  A,B,C |
| Week 15  04-17-2023 | CDX | Complete chapter 44 quiz 7 and chapter test along with end of chapter questions in CDX  Task sheet MHT2E002 | Assignments are due on  **04-19-2023**  **By midnight** | 1,2,3  A,B,C |
| Week 16  04-24-2023  ***Finals week*** | Finals | Finals will be taken this week. | Assignments are due on  **04-26-2023**  **By midnight** | 1,2,3,4,5  A,B,C |
| Week 17  05-01-2023  Last day  ***05-04-2023*** | Make up work shop clean up | Any work incomplete will be filled in the gradebook and we will be cleaning the shop and shelter area | Assignments are due on  **05-08-2023**  **By 12:00pm** | 1,2,3,4,5  A,B,C |

**MAJOR COURSE COMPETENCIES**

1 Engine Systems

2 Cab and Hood Areas

3 Heating, Ventilation, and Air Conditioning (HVAC)

4 Electrical/Electronics

5 Frame and Chassis

**General Core Educational Competencies**

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.