



DIET 1000
Intro to Diesel Tech, Tools, and Safety
COURSE SYLLABUS
Online Summer Semester 2023 (202316)

Course Taught Fully Online Asynchronously (does not require students to be online at specific dates/times). Proctored Event is required.

COURSE INFORMATION

Credit Hours/Minutes: 3/3975

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 61009

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor: Joey Amerson

Office Hours: Monday-Thursday (MTWR) By Appointment

Office Location: Building 2 Room 2139

Email Address: Joey Amerson (jamerson@southeasterntech.edu)

Office Phone: 478-289-2216

Instructor Name: Jeffrey Wyatt

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

Campus / Office Location: Swainsboro / Building 2 Room 2139

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

Phone: 478-289-2218

SOUTHEASTERN TECHNICAL COLLEGE (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

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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

COURSE DESCRIPTION

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measure instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

MAJOR COURSE COMPETENCIES/ OUTLINE

1. PREREQUISITE Overview of Diesel Powered Vehicles
2. Diesel Technology Safety Skills
3. Basic Tools and Equipment
4. Reference Materials
5. Measuring Instruments
6. Shop Operation
7. Mechanical Fasteners
8. Welding Safety and Basic Skills

PREREQUISITE(S)

Admission

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 (ONLINE)

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 XXXX 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](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. Most tests and assignments are due on Wednesday of each week. A few are due on Monday as detailed in the lesson plan at the end of this syllabus. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](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 \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](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 assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

EXIT EXAM

The Exit Exam will be the Proctored Final. The exam will be in person on the Swainsboro campus. Students who do not pass the Exit Exam, do not pass the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. Students are required to bring a photo ID (STC Student ID, Driver’s License, or Passport) to the proctored event. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus,

(date), (time), (room location) and Swainsboro Campus, (date), (time), (room location).

WORK ETHICS

Wording for this will only appear in course syllabi that require the work ethics component. Additionally, the work ethics exam must count 5% of the course grade and be reflected in the Grading Policy at the bottom of the syllabus. The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, the student will be expected to take the test the next day, scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

Assignment due dates are listed on the attached lesson schedule. Students will be expected to have the assignment completed at the beginning of class on the date that it is due. It is within the instructor's discretion to accept or reject late assignments. **Any late assignments accepted will be subject to a ten-point penalty each day the assignment is late. After three class meetings, no late assignments will be accepted; a zero will be recorded.**

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.

2. 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.

3. 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do 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 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (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 Website \(www.southeasterntech.edu\)](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%
Proctored Final	20%
Work Ethics	5%
Activities / Online Modules	40%
Discussion Boards	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69

Letter Grade	Range
F	0-59

TENTATIVE—SUBJECT TO CHANGE

DIET 1000 Intro

Summer Semester 2023 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 03-15-2023	Blackboard CDX JCB Electude	<p>Log in to Blackboard and do the four no show requirements listed in the announcements to secure your seat in the course. These requirements include a Student Introduction Discussion Board.</p> <p>Log in to Electude in Blackboard on left side of screen with the instant access code purchased from the library and do the Fire Safety Course and Quiz.</p> <p>Log in to JCB online, start on JCB mobile and tablet training.</p> <p>Login into CDX and enter class code. The course ID will be emailed to your STC Email. 2E-01 Foundation and Safety</p> <p>All work is due on the date listed. Each day the work is late, it will be 10 points off per day.</p> <p><u>THIS IS THE WEEK TO LET US KNOW ABOUT ANY LOGIN ISSUES OR IF YOU'RE CAN NOT FIND THE WORK.</u></p>		1,2,4 A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 05-22-2023	CDX JCB Electude	Complete the First Discussion Board. Follow directions in Blackboard. Do the Environmental Policy in Electude Course and Quiz. Refer to the due date in the next column. Do Chapter 1 in 2E-01 in CDX. Take the Quizzes and End of Chapter Test	Assignments are due on 05-24-2023	1,2,4,5 A,B,C
Week 3 05-29-2023	Blackboard CDX Electude	Second Discussion Board. Log in to CDX in section 2E-01 and complete Chapter 2 Quizzes and Chapter Test Personal Protective Equipment in Electude, do Course and Quiz	Assignments are due on 05-31-2023	1,2,5,6 A,B,C
Week 4 06-05-2023	Electude JCB	Safety Signs In Electude, do Course and Quiz Do About JCB pt1 Introduction. Complete the Test.	Assignments are due on 06-07-2023	1,2,5,6 A,B,C
Week 5 06-12-2023	Blackboard CDX Electude	Discussion Board #3 Log in to CDX. Do the Quizzes and Test in Chapter 3. Tool Basics in Electude, do Course and Quiz	Assignments are due on 06-14-2023	1,2,3,4 A,B,C
Week 6 06-19-2023	CDX Electude	Log in to CDX, do Chapter 4 Quizzes and Chapter Test Tool Basics in Electude, do Course and Quiz	Assignments are due on 06-21-2023	1,2,5,6 A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week7 06-26-2023	CDX Electude	Tool Basics in Electude, do Course.and Quiz CDX Chapter 5 Quizzes and Chapter Test	Assignments are due on 06-28-2023	1,2,4,5 A,B,C
Week 8 07-03-2023	Electude JCB	Safety system basics in Electude, complete course and quiz for airbags, airbag activation, and working on airbags. Login into JCB and complete Health and Safety Distance Learning Module	Assignments are due on 07-05-2023	1,2,3,4,6 A,B,C
Week 9 07-10-2023	CDX Blackboard	Log in to CDX. Do Chapter 6 Quizzes and Chapter Test Discussion Board #4 in Blackboard	Assignments are due on 07-12-2023	1,2,4 A,B,C
Week 10 07-17-2023	CDX	CDX Chapter 7 Quizzes and Chapter Test Floor Jacks and Lifts in Electude, do Course and Quiz Liquid Testing and Measurements in Electude, do Course and Quiz	Assignments are due on 07-19-2023	1,2,5 A,B,C
Week 11 07-24-2023 Finals Week	Finals Week	CDX 2E-01 Final Exam Work Ethics and Proctored Final Exam in person at STC Swainsboro campus. 8:00 a.m. until 12:00 p.m.	All Assignments are due on 07-28-2023 Proctored Exam and Work Ethics will be on Tuesday 07-25-2023	1,2,5 A,B,C

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. PREREQUISITE Overview of Diesel Powered Vehicles
2. Diesel Technology Safety Skills
3. Basic Tools and Equipment
4. Reference Materials
5. Measuring Instruments
6. Shop Operation

7. Mechanical Fasteners
8. Welding Safety and Basic Skills

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.