



**ELTR 1270 Industrial Wiring  
COURSE SYLLABUS  
Hybrid  
Fall Semester 2017**

**\*\*TENTATIVE – SUBJECT TO CHANGE**

**COURSE INFORMATION**

Credit Hours/Minutes: 4 Credit Hours/ 4500 Minutes

Class Location: Building 6 Lab 6102/ Blackboard

Class Meets: HYBRID / 15 weeks, August 14- November 30, 2017, Tuesday 4:30PM- 8:10PM (67% Face-to-Face & 33% ONLINE)

CRN: 20038

Preferred Method of Contact: STC Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tony Criswell

Office Location: Building 6 Lab 6102

Office Hours: Monday and Tuesday 8:00AM- 8:30AM and 2:00PM- 4:30PM; Wednesday and Thursday 8:00AM- 8:30AM and 2:00PM- 3:30PM

Email Address: tcriswell@southeasterntech.edu

Phone: 478-289-2235

Fax Number: 478-289-2276

Tutoring Hours: Available upon request

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**REQUIRED TEXT**

**NEC 2014 Code**, Published by NFPA,

**1270 Industrial Wiring**, Published by Pearson, ISBN: 978-1-323-35677-7

**REQUIRED SUPPLIES & SOFTWARE**

Tools

Safety Glasses

Highlighter

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 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.

## COURSE DESCRIPTION

Provides instruction in industrial applications of the National Electric Code.

## MAJOR COURSE COMPETENCIES

Rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

## PREREQUISITE(S)

None

## COURSE OUTLINE

1. Rigid/IMC Conduit Installation
2. EMT Conduit installation
3. Busway Installation
4. Cable Tray/ Wireway Installation
5. Equipment Installation (600 volts or Less)

## GENERAL EDUCATION CORE COMPETENCIES

STC 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 (HYBRID)

Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. Students are responsible for policies and procedures included in the *STC Catalog*. **Industrial Electrical Technology program students must earn a minimum grade of C in this course.**

## HYBRID ATTENDANCE

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.

### **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

### **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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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

Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken 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 are 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.

Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Any zeros recorded will be included in the final score calculation

### **ACADEMIC DISHONESTY POLICY**

The STC Academic Dishonesty Policy states 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 STC Catalog and Student 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" 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 second 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 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, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC'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 [STC website](#).

## 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

<b>Assessment/Assignment</b>	<b>Percentage</b>
Review Questions	15%
Performance Evaluations	55%
Module Exams	30%
Total	100%

## GRADING SCALE

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## ELTR 1270 Industrial Wiring Fall Semester 2017 Lesson Plan

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
August 15	Class Introduction	Syllabus, Outline, Lab Rules & Regulations coverage	<p><b>In Class-</b> Instructor will go over syllabus, lesson plan, lab rules, how to access the hybrid portion of the class and introduction of Industrial Wiring</p> <p><b>Hybrid- Login to BLACKBOARD</b></p> <p><b>Getting Started – Start Here Items:</b></p> <ul style="list-style-type: none"> <li>• Read all items</li> <li>• Complete STC Pledge Acknowledgement, Student Introduction</li> <li>• Read Module 26204 in the Trainee Guide- Due by 11:59PM 8/22/17</li> <li>• Look at the PowerPoint's in Blackboard for Module 26204</li> <li>• Answer the module review questions in Module 26204 -14and submit by email</li> </ul> <p><b>Due 11:59PM 08/29/17</b></p>	<b>2</b> <b>a,c</b>
August 22	26204	Conduit Bending	<p><b>In Class-</b> Instructor will begin to discuss information about Conduit Bending</p> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Look at the PowerPoint's in Blackboard for Module 26204</li> <li>• Answer the module review questions in Module 26204 -14and submit by email</li> </ul> <p><b>Due 11:59PM 08/29/17</b></p>	<b>2</b> <b>a,c</b>
August 29	26204	Conduit Bending	<p><b>In Class</b></p> <ul style="list-style-type: none"> <li>• Complete Module 26204 Exam</li> <li>• Complete Module 26204 Performance Profile Sheet</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26207 in the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26207</li> <li>• Answer the module review questions in Module 26207and submit by email</li> </ul> <p><b>Due 11:59PM 9/12/17</b></p>	<b>2</b> <b>a,c</b>
September 4	Labor Day Holiday			

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
September 5	26207	Cable Tray	<p><b>In Class-</b> Instructor will begin to discuss Cable Tray</p> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26207 in the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26207</li> <li>• Answer the module review questions in Module 26207 and submit by email</li> </ul> <p><b>Due 11:59PM 9/12/17</b></p>	2,4 a,c
September 12	26207	Cable Tray	<p><b>In Class-</b></p> <ul style="list-style-type: none"> <li>• Complete Module 26207 Exam</li> <li>• Complete Module 26207 Performance Profile Sheet</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26109 in the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26109</li> <li>• Answer the module review questions in Module 26109 and submit by email</li> </ul> <p><b>Due 11:59PM 10/3/17</b></p>	2,4 a,c
September 19	26304	Hazardous Locations	<p><b>In Class-</b> Instructor will discuss Hazardous Locations</p> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26109 in the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26109</li> <li>• Answer the module review questions in Module 26109 and submit by email</li> </ul> <p><b>Due 11:59PM 10/3/17</b></p>	5,6 a,b,c
September 26	26304	Hazardous Locations	<p><b>In Class-</b> Instructor will discuss Hazardous Locations</p> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26109 in the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26109</li> <li>• Answer the module review questions in Module 26109 and submit by email</li> </ul> <p><b>Due 11:59PM 10/3/17</b></p>	2, 3 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
October 3	26304	Hazardous Locations	<p><b>In Class-</b></p> <ul style="list-style-type: none"> <li>• Complete Module 26304 Exam</li> <li>• Complete Module 26304 Performance Profile Sheet</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26305 Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26305</li> <li>• Answer the module review questions in Module 26305 and submit by email</li> </ul> <p><b>Due 11:59PM 10/17/17</b></p>	2, 3 a,b,c
October 10	26305	Overcurrent Protection	<p><b>In Class</b></p> <ul style="list-style-type: none"> <li>• Instructor will discuss and demonstrate Overcurrent Protection</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26305 Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26305</li> <li>• Answer the module review questions in Module 26305 and submit by email</li> </ul> <p><b>Due 11:59PM 10/17/17</b></p>	2, 3 a,b,c
October 17	26305	Overcurrent Protection	<p><b>In Class-</b></p> <ul style="list-style-type: none"> <li>• Complete Module 26305 Exam</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26306 Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26310</li> <li>• Answer the module review questions in Module 26306 and submit by email</li> </ul> <p><b>Due 11:59PM 11/7/17</b></p>	2, 3 a,b,c
October 24	26306	Distribution Equipment	<p><b>In Class</b></p> <ul style="list-style-type: none"> <li>• Instructor will discuss and demonstrate Distribution Equipment</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>• Read Module 26306 Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26310</li> <li>• Answer the module review questions in Module 26306 and submit by email</li> </ul> <p><b>Due 11:59PM 11/7/17</b></p>	1,2,4 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
October 31	26306	Distribution Equipment	<p><b>In Class</b></p> <ul style="list-style-type: none"> <li>Instructor will discuss and demonstrate Distribution Equipment</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>Read Module 26306 Trainee Guide</li> <li>Look at the PowerPoint's in Blackboard for Module 26310</li> <li>Answer the module review questions in Module 26306 and submit by email</li> </ul> <p><b>Due 11:59PM 11/7/17</b></p>	1,2,4 a,b,c
November 7	26306	Distribution Equipment	<p><b>In Class-</b></p> <ul style="list-style-type: none"> <li>Complete Module 26305 Exam</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>Read Module 26310 in the Trainee Guide</li> <li>Look at the PowerPoint's in Blackboard for Module 26310</li> <li>Answer the module review questions in Module 26310</li> </ul> <ul style="list-style-type: none"> <li><b>Due 11:59PM 11/28/17</b></li> </ul>	1,2,4 a,b,c
November 14	26310	Voice, Data, and Video	<p><b>In Class-</b></p> <ul style="list-style-type: none"> <li>Instructor will discuss Voice, Data, and Video</li> </ul> <p><b>Hybrid-</b></p> <ul style="list-style-type: none"> <li>Read Module 26310 in the Trainee Guide</li> <li>Look at the PowerPoint's in Blackboard for Module 26310</li> <li>Answer the module review questions in Module 26310</li> </ul> <ul style="list-style-type: none"> <li><b>Due 11:59PM 11/28/17</b></li> </ul>	2, 3 a,b,c
November 28	26310	Voice, Data, and Video	<p><b>In Class-</b></p> <ul style="list-style-type: none"> <li>Complete Module 26310 Exam</li> <li>Complete Instructor Evaluation</li> </ul>	2, 3 a,b,c

## COURSE OUTLINE

1. Rigid/IMC Conduit Installation
2. EMT Conduit installation
3. Busway Installation
4. Cable Tray/ Wireway Installation
5. Equipment Installation (600 volts or Less)

**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.