



# Fundamentals of Commercial Truck Driving CTDL 1010

## COURSE SYLLABUS

Semester: 201612

Course Title: [Fundamentals of Commercial Truck Driving](#)

Course Number: [CTDL 1010](#)

Credit Hours/ Minutes: [3 / 2250](#)

Class Location: Room #: CTD Building 1001 Harris Ind Blvd.

Class Meets: 1730-2230

Instructor: Michael Spivey

Office Hours: 5-1030 M-R

Office Location: CTD Building 1001 Harris Ind Blvd.

Email Address: [sspivey@southeasterntech.edu](mailto:sspivey@southeasterntech.edu)

Phone: 912.537.0064

Fax Number: 912.538.3156

Advisor: [Ricky Strange rstrange@southeasterntech.edu](mailto:rstrange@southeasterntech.edu)

**REQUIRED TEXT:** [Georgia Commercial Driver's Manual](#)

**REQUIRED SUPPLIES & SOFTWARE:** [Federal Motor Carrier Safety Regulations Handbook](#), (3) [three log books](#), [Hazardous Materials Guide](#), and [one notebook](#)

**COURSE DESCRIPTION:** [Fundamentals of Commercial Driving](#) introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program

**MAJOR COURSE COMPETENCIES:** [The student\(s\) will be competent and able to successfully perform, complete, and/or discuss the following:](#) 1. [Federal and State Regulations](#) 2. [Records and Forms](#)  
3. [Maintain Public and Employer Relations](#) 4. [Other Non-Driving Activities](#) 5. [Trip Planning](#)  
6. [Complete Commercial Driver's License Exam](#)

**PREREQUISITE(S):** [None](#)

**COURSE OUTLINE:** 1) [Log Entry](#) 2) [CDL Learner's Permit](#) 3) [Industrial Relations](#) 4) [Trip Planning](#) 5) [Maintain Public and Employer Relations](#)

**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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** [Students are expected to complete all tests and daily assignments. Tests and assignments must be completed on the specified date. Work turned in late will be penalized at a rate of 10 points per day.](#)

**EXIT EXAM:** [Exam is during CTDL 1030](#)

**WORK ETHICS:** [Work Ethics is incorporated in this program during CTDL 1030](#) 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.

**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.

**ATTENDANCE ADDENDUM:** For this class, which meets 4 days a week for 10 weeks, the maximum number of days a student may miss is 3 days during the semester. Three (3) tardies or early departures equal one (1) absence for the course involved.

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**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...):** [See Student Requirements](#)

**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:

#### **--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.

#### **--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.

#### **--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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, 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 at [www.southeasterntech.edu](http://www.southeasterntech.edu).

### **GRADING POLICY**

Written Test                    75%  
Log Knowledge                25%  
?% That

### **GRADING SCALE**

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

### **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.*

**CTDL 1010  
Fall SEMESTER 2015 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
<b>Week 1 ( )</b>				

**\* Competency Areas: (will vary for each course/taken from state standards)**

1. Federal and State Regulations
2. Records and Forms
3. Maintain Public and Employer Relations
4. Other Non-Driving Activities
5. Trip Planning
6. Complete Commercial Driver's License Exam

**\*\*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.

**Note—the last column, Comp Area, should include a competency area number and a general core competency letter.**