



**FWMT 1010 EQUIPMENT USE
COURSE SYLLABUS
Lecture/Lab/Web Enhanced
Fall Semester 2016**

Semester: Fall 2016
Course Title: Equipment Use
Course Number: FWMT 1010
Credit Hours/ Minutes: 3 / 3000
Class Location: Bldg. 6 Room # 6110 Swainsboro
Class Meets: WR 8:00-9:45
CRN: 20175

Instructor: Jill Lehman
Office Hours: 11:00-12:00 Daily
Office Location: Bldg. 6 Room 6111 Swainsboro
Email Address: jlehman@southeasterntech.edu
Phone: 478-289-2303
Fax Number: 478-289-2328
Tutoring Hours: As Needed

REQUIRED TEXT: Adventures in Green and Gray ISBN 0-9743579-0-1 All-Weather Field Notebook #350

REQUIRED SUPPLIES & SOFTWARE: Pencil or pen and notebook. Access to computer with MS Word. Printer. Requires students to be proficient in the use of Blackboard. Boots, snake boots, waders, eye protection, polarized sunglasses. **Students must have access to an ATV for the ATV safety course.** This is a web enhanced course. Copies of power point presentations will be placed on Blackboard. Students will receive emails from instructor through Blackboard and are expected to access Blackboard on a regular basis.

COURSE DESCRIPTION: This course provides an introduction to equipment operation, safety and maintenance as well as firearm use and safety. Topics include tractor and ATV operation and maintenance, power boat operation, the use of hand tools and power tools including chain saws. Upon completion, students should be able to safely operate equipment and perform routine maintenance and repair required in a career in wildlife management.

PREREQUISITE(S): None

MAJOR COURSE COMPETENCIES:

1. Tractor operation and maintenance
2. Chainsaw/wood chipper maintenance and operation
3. ATV operation and maintenance
4. Power boat operation
5. Towing
6. Hand tools and power tools
7. UTV operation
8. Front-end loader and backhoe operation

COURSE OUTLINE:

1. GA DNR Safety Standards and Boating Regulations
2. Boating Safety and Operation
3. Equipment Usage and Maintenance
4. Routine Maintenance of vehicles, tractors, and utilities vehicles.
5. Tractor usage, towing trailers, utility vehicle operation

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: Students are expected to have the assignment completed at the beginning of class on the date it is due. It is within the instructor's discretion to accept or reject late assignments. A ten point penalty will be assessed for each day an assignment is late. Three days after the due date, assignments will NOT 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. Missed labs will be recorded as a zero. **Fish and Wildlife Management program students must earn a minimum grade of C in this course.**

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.

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, 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.

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...): If a student misses a test, a grade of zero

will be assigned. Only students with extenuating circumstances (who contact the instructor on the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. 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.

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 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 at www.southeasterntech.edu.

GRADING POLICY

Exams	20%
Assignments	35%
Practicum	45%
Total	100%

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.*

**FWMT 1010 Equipment Use
Fall Semester 2016 Lesson Plan**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1				
8/17/16 8/18/16	Tractor Operation and Maintenance	Course Introduction Tractor Operation Syllabus, Policies/Procedures for lab Tractor Operation CDs	Review Notes	*1 ** a,b,c
8/24/16	Tractor Operation and Maintenance	3 hr. lab: Tractor Operation Demonstration	Review Notes	*1,2,3 ** a,b,c
Week 2				
8/25/16	Tractor Operation and Maintenance	3 hr. lab: Tractor Operation Demonstration	Review Notes	*1 ** a,b,c
8/31/16	Tractor Maintenance	Tractor Maintenance CD	Review Notes	*1 ** a,b,c
Week 3				
9/1/16	Tractor Maintenance	3 hr. lab: Tractor Maintenance Tractor Maintenance Quiz	Tractor Maintenance Notes	*1 **a,b,c
9/7/16 9/8/16		Tractor Operation Practicum		*1,2,3 ** a,b,c
Week 4				
9/14/16	Chainsaw Operation Wood Chipper Operation	Chainsaw Operation CD Wood Chipper Operation CD	Review Notes	*2 **a,b,c,
9/15/16	Chainsaw Operation Wood Chipper Operation	3 hr. lab Chainsaw Operation Wood Chipper Operation	Chain Saw Operation Wood Chipper Operation	*2 **a,b,c,
Week 5				
9/21/16	Chainsaw Operation Wood Chipper Operation	Chainsaw, Wood Chipper Practicum	Chain Saw Operation Wood Chipper Operation	*3 **a,b,c
9/22/16	ATV Operation ATV Maintenance	ATV Operation CD Demonstration	Review Notes Student Demonstration	*3 **a,b,c
Week 6				
9/28/16 9/29/16	ATV Operation ATV Maintenance	3 hr. lab ATV Operation ATV safety certification Practicum	ATV Safety Certification ATV Maintenance	*3 **a,b,c,d
Week 7				
10/5/16	Power Boat Operation	Power Boat Operation Handouts Demonstration	Review Notes/Handouts	*4 **a,b,c,d

		3 hr. lab Power Boat Operation	Power Boat Operation notes/handouts	*4 **a,b,c
Week 8				
10/6/16	Power Boat Operation	3 hr. lab Power Boat Operation	Power Boat Operation notes/handouts	*4 **a,b,c
Week 9				
10/12/16	Power Boat Operation	Power Boat Operation Practicum	Power Boat Operation notes/handouts	*4 **a,b,c
Week 10				
10/19/16	Towing	Towing Demonstration 3 hr. Towing lab	Towing notes/handouts	*5 **a,b,c
Week 11				
10/20/16	Towing	Towing Demonstration 3 hr. Towing lab	Towing notes/handouts	*5 **a,b,c
10/26/16 10/27/16	Towing	Towing Practicum	Towing notes/handouts	*5 **a,b,c
Week 12				
11/2/16	Hand Tools	Hand Tools Handout Demonstration	Hand tools notes/handouts	*6 **a,b,c,d
11/3/16	Hand Tools	3 hr. lab Hand Tools	Hand tools notes/handouts	*6 **a,b,c
Week 13				
11/9/16	Hand Tools	3 hr. lab Hand Tools	Hand tools notes/handouts	*6 **a,b,c
11/10/16	Hand Tools	Hand Tools Practicum	Hand tools notes/handouts	*6 **a,b,c
Week 14				
11/16/16	UTV Operation Front-end Loader/Backhoe Operation	UTV Handout/CD Front-end Loader Handouts Backhoe Handout	UTV notes/handouts Loader and Backhoe notes/handouts	*7,8 **a,b,c,d
11/17/16	UTV Operation	3 hr. lab UTV Operation	UTV notes/handouts Loader and Backhoe notes/handouts	*7,8**a,b, c,d
Week 15				
11/30/16	UTV Operation Front-end Loader/Backhoe Operation	UTV Handout/CD Front-end Loader Handouts Backhoe Handout	UTV notes/handouts Loader and Backhoe notes/handouts	*7,8 **a,b,c,d
12/1/16	UTV Operation Front-end	UTV, Front-end loader/Backhoe Practicum	UTV notes/handouts Loader and Backhoe notes/handouts	*7,8 **a,b,c

	Loader/Backhoe Operation			
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*** Competency Areas:**

1. Tractor operation and maintenance
2. Chainsaw/wood chipper maintenance and operation
3. ATV operation and maintenance
4. Power boat operation
5. Towing
6. Hand tools and power tools
7. UTV operation
8. Front-end loader and backhoe operation

****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.
- THERE WILL BE A TOTAL OF 30 HOURS OF LAB.
 - LABS ARE WEATHER DEPENDENT. Students are responsible for being prepared for all labs with weather appropriate clothing. Waders or boots are to be worn in labs. Students are encouraged to have a clean, dry set of clothing with them at all times. Clean, dry clothing may be kept in cabinet provided in storage room of FWMT lab.
 - There are a total of 15 power point presentations on Blackboard. Students are responsible for printing these presentations. All power point presentations must be printed prior to class time. Power point presentations are expected to be brought to class daily. It is suggested students print 3 slides per page as handouts. This will accommodate note taking.
 - LESSON PLAN SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION