



IDFC 1007
Industrial Safety Procedures
HYBRID COURSE SYLLABUS
Fall Semester 2015

******Instructor reserves the right to change the syllabus and/or lesson plan as necessary. ******

Semester: Fall 2015
Course Title: Industrial Safety Procedures
Course Number: IDFC 1007

Instructor: Randy Robinson
Office Location: Main Building Vidalia Lab 429
Office Hours: Monday – Thursday 8:00AM-9:00AM
and 1:00PM-2:00PM
Email Address: rrobinson@southeasterntech.edu
Phone: 912-538-3137

Credit Hours/ Minutes: 2/ 2250
Class Location: Main Building Vidalia Lab 429
Class Meets: Monday 6:00PM-6:55PM (60%F2F, 40%
on-line
CRN: 20283

REQUIRED TEXT:

- **Safety and Basic Electricity with NCCER Connect** by NCCER, Pearson Publishers ISBN 978-1-269-83000-3

REQUIRED SUPPLIES & SOFTWARE: USB Flash Drive- Will be used to download slide presentations for each module

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL 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 complete the online portion of the course.

COURSE DESCRIPTION: : Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment.

MAJOR COURSE COMPETENCIES: Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

PREREQUISITE(S): [Provisional Admission](#)

COURSE OUTLINE:

1. Introduction to OSHA Regulations
2. Safety Tools, Equipment, and Procedures
3. First Aid and Cardiopulmonary Resuscitation

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- 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.

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 (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*. **Electrical Systems Technology 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 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...): 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:

--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.

GRADING POLICY

Module Exams	30%
Performance Evaluations	60%
Review Questions	10%
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.*

**IDFC 1007 INDUSTRIAL SAFETY PROCEDURES PLAN
FALL SEMESTER 2014**

**ITEMS THAT ARE COLORED RED ARE ON-LINE
ITEMS THAT ARE COLORED BLUE ARE DONE ON CAMPUS**

DATES	MODULE	OBJECTIVES	ASSIGNMENTS	Comp Area Gen. Ed Comp
August 18	Fall Semester Begins			
Begin August 17 End August 31	Basic Safety- Module 00101-09	<ul style="list-style-type: none"> Explain the idea of a safety culture and its importance in the construction crafts. Identify causes of accidents and the impact of accident costs. Explain the role of OSHA in job-site safety. Explain OSHA's <i>General Duty Clause</i> and <i>1926 CFR Subpart C</i>. Recognize hazard recognition and risk assessment techniques. 	<ul style="list-style-type: none"> Read Module 00101-09 of the Core Trainee Guide Look at the 3 module 1 slide presentations that were downloaded to your USB Flash drive Watch the videos under Module 00101-09 Media Library on NCCER Connect Website. There are 13 short videos Answer the module review questions on the My Pearson Lab site Complete the Trade Terms Quiz pg. 1.78-1.79 Complete Module 00101-09 Performance Profile Sheet with instructor Take the Module 00101-09 Exam in front of the Instructor 	1 A,C,D
Begin September 14 End September 28	Introduction to Hand Tools- Module 00103-09	<ul style="list-style-type: none"> Recognize and identify some of the basic hand tools and their proper uses in the construction trade. Visually inspect hand tools to determine if they are safe to use Safely use hand tools 	<ul style="list-style-type: none"> Read Module 00103-09 of the Core Trainee Guide Look at the 2 module 3 slide presentations that were downloaded to your USB Flash drive Watch the videos under Module 00103-09 Media Library on NCCER Connect Website. There are 8 short videos Answer the module review questions on the My Pearson Lab site Complete the Trade Terms Quiz pg. 3.41-3.42 Complete Module 00103-09 Performance Profile Sheet with instructor Take the Module 00103-09 Exam in front of the Instructor 	2 A,C,D
Begin October 5 End October 19	Introduction to Power Tools- Module 00104-09	<ul style="list-style-type: none"> Identify power tools commonly used in the construction trades. Use power tools safely. Explain how to maintain power tools properly. 	<ul style="list-style-type: none"> Read Module 00104-09 of the Core Trainee Guide Look at the 2 module 4 slide presentations that were downloaded to your USB Flash drive Watch the videos under Module 00104-09 Media Library on NCCER Connect Website. There are 16 short videos Answer the module review questions on the My Pearson Lab site Complete the Trade Terms Quiz pg. 4.33 Complete Module 00104-09 Performance Profile Sheet with instructor Take the Module 00104-09 Exam in front of the Instructor 	2 A,C,D
Begin October 26 End November 9	Introduction to Material Handling- Module 00109-09	<ul style="list-style-type: none"> Define a load. Establish a pre-task plan prior to moving a load. Use proper materials-handling techniques. Choose appropriate materials-handling equipment for the task. Recognize hazards and follow safety procedures required for materials handling. 	<ul style="list-style-type: none"> Read Module 00109-09 of the Core Trainee Guide Look at the 1 module 9 slide presentation that were downloaded to your USB Flash drive Watch the videos under Module 00109-09 Media Library on NCCER Connect Website. There 1video on the proper way to lift Answer the module review questions on the My Pearson Lab site Complete the Trade Terms Quiz pg. 9.16 Complete Module 00109-09 Performance Profile Sheet with instructor Take the Module 00109-09 Exam in front of the Instructor 	2 A,C,D
Begin November 16 End November 30	CPR First Aid	<ul style="list-style-type: none"> Discuss Adult CPR Discuss Infant/ Child CPR Discuss different First Aid Techniques 	<ul style="list-style-type: none"> Complete CPR Hands-on and Exam Complete First Aid Hands-on and Exam 	3 A,C,D
COURSE COMPETENCIES: 1. Introduction to OSHA Regulations 2. Safety Tools, Equipment, and Procedures 3. First Aid and Cardiopulmonary Resuscitation			GENERAL EDUCATION CORE 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. D. The ability to utilize basic computer skills.	