



IDFC 1007 Industrial Safety Procedures
COURSE SYLLABUS
Fall Semester 2018

Instructor reserves the right to change syllabus and lesson plans as necessary.

COURSE INFORMATION

Credit Hours/Minutes: 2/2250

Class Location: Main 429

Class Meets: Monday and Tuesday 6:00-7:50PM

CRN: 20290

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Randy Robinson

Office Location: Main 430

Office Hours: Monday through Thursday 2:00-4:00PM

Email Address: rrobinson@southeasterntech.edu

Phone: 912-538-3137

Fax Number: 912-538-3156

Tutoring Hours : By Appointment

REQUIRED TEXT

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

REQUIRED SUPPLIES & SOFTWARE

Tools and Safety Glasses; 2GB or higher USB Jump Drive

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.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Introduction to OSHA Regulations
2. Safety Tools, Equipment, and Procedures

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

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 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...)

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:

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:

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

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

Assessment/Assignment	Percentage
Review Questions/Quizzes	10%
Module Tests	50 %
Performance Evaluations	10%
Lab Work	30%

GRADING SCALE

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

ELTR 1020 Electrical Basics 1

Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p style="text-align: center;">Begin August 14</p> <p style="text-align: center;">End Sept 2</p>	<p>Basic Safety- Module 00101-09</p>	<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 	<p style="text-align: center;">1 A,B,C</p>
<p style="text-align: center;">Begin September 11</p> <p style="text-align: center;">End September 28</p>	<p>Introduction to Hand Tools- Module 00103-09</p>	<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 	<p style="text-align: center;">2 A,C,D</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Begin October 2</p> <p>End October 23</p>	<p>Introduction to Power Tools- Module 00104-09</p>	<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 	<p>2 A,C,D</p>
<p>Begin October 24</p> <p>End October 30</p>	<p>Introduction to Material Handling- Module 00109-09</p>	<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 	<p>2 A,C,D</p>

Competency Areas:

1. Introduction to OSHA Regulations
2. Safety Tools, Equipment, and Procedures

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.