



**TENTATIVE—SUBJECT TO CHANGE**  
**IDFC 1007 Industrial Safety Procedures**  
**COURSE SYLLABUS**  
**Hybrid**  
**Fall Semester 2019 (202012)**

**COURSE INFORMATION**

Credit Hours/Minutes: 2/2250

Campus/Class Location: Main Vidalia- Lab 429

Class Meets: 40% Hybrid\ 60% Face to Face- Tuesday and Thursday 8:00-8:55 AM

Course Reference Number (CRN): 20309

Preferred Method of Contact: STC E-mail

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tony Criswell

Email Address: [Tony Criswell \(tcriswell@southeasterntech.edu\)](mailto:tcriswell@southeasterntech.edu)

Campus/Office Location: Swainsboro Building 6 Lab 6102

Office Hours: Monday and Tuesday 1:00PM- 3:30PM; Wednesday and Thursday 1:00PM- 3:00PM

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.**

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

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

**REQUIRED SUPPLIES & SOFTWARE**

Paper and pencil. Tools and safety glasses; 2GB or larger USB jump drive.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **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**

Southeastern Technical College 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*. **Industrial Electrical and Maintenance Technician 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 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" (Failing 0-59) 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.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

### **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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT (USE NUMBERING)**

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" (Withdrawn Failing) 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 third 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

|   |   |
|---|---|
| <p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>  | <p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>  |
| <p>Helen Thomas, Special Needs Specialist<br/> Vidalia Campus<br/> 3001 East 1<sup>st</sup> Street, Vidalia<br/> Office 165 Phone: 912-538-3126<br/> Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a></p> | <p>Lanie Jonas, Director of Human Resources<br/> Vidalia Campus<br/> 3001 East 1<sup>st</sup> Street, Vidalia<br/> Office 138B Phone: 912-538-3230<br/> Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a></p> |

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

**TECHNICAL COLLEGE SYSTEM OF GEORGIA (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> |
|------------------------------|-------------------|
| Module Test                  | 40%               |
| Review Questions             | 10%               |
| Performance Evaluations      | 10%               |
| Lab Work                     | 40%               |

**GRADING SCALE**

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

## IDFC 1007 Industrial Safety

### Fall Semester 2019 Lesson Plan

| Date/Week  | Chapter/Lesson                                | Content   | Assignments & Tests<br>Due Dates  | Competency<br>Area                  |
|--|---|---|---|-------------------------------------|
| <p><b>Begin<br/>August 13</b></p> <p><b>End<br/>Sept 5</b></p> | <p>Basic Safety-<br/>Module 00101-<br/>09</p> | <ul style="list-style-type: none"> <li>• Explain the idea of a safety culture and its importance in the construction crafts.</li> <li>• Identify causes of accidents and the impact of accident costs.</li> <li>• Explain the role of OSHA in job-site safety.</li> <li>• Explain OSHA's <i>General Duty Clause</i> and <i>1926 CFR Subpart C</i>.</li> <li>• Recognize hazard recognition and risk assessment techniques.</li> </ul> | <ul style="list-style-type: none"> <li>• Read Module 00101-09 of the Core Trainee Guide</li> <li>• Look at the 3 module 1 slide presentations that were downloaded to your USB Flash drive</li> <li>• Watch the videos under Module 00101-09 Media Library on NCCER Connect Website. There are 13 short videos</li> <li>• Answer the module review questions on the My Pearson Lab site</li> <li>• Complete the Trade Terms Quiz pg. 1.78-1.79</li> <li>• Complete Module 00101-09 Performance Profile Sheet with instructor</li> <li>• Take the Module 00101-09 Exam in front of the Instructor</li> </ul> | <p><b>1</b></p> <p><b>A,B,C</b></p> |

| Date/Week  | Chapter/Lesson   | Content   | Assignments & Tests<br>Due Dates   | Competency<br>Area                  |
|--|--|---|--|-------------------------------------|
| <p><b>Begin<br/>September<br/>10</b></p> <p><b>End<br/>October 3</b></p> | <p>Introduction to Hand Tools-<br/>Module 00103-09</p> | <ul style="list-style-type: none"> <li>• Recognize and identify some of the basic hand tools and their proper uses in the construction trade.</li> <li>• Visually inspect hand tools to determine if they are safe to use</li> <li>• Safely use hand tools</li> </ul> | <ul style="list-style-type: none"> <li>• Read Module 00103-09 of the Core Trainee Guide</li> <li>• Look at the 2 module 3 slide presentations that were downloaded to your USB Flash drive</li> <li>• Watch the videos under Module 00103-09 Media Library on NCCER Connect Website. There are 8 short videos</li> <li>• Answer the module review questions on the My Pearson Lab site</li> <li>• Complete the Trade Terms Quiz pg. 3.41-3.42</li> <li>• Complete Module 00103-09 Performance Profile Sheet with instructor</li> <li>• Take the Module 00103-09 Exam in front of the Instructor</li> </ul> | <p><b>2</b></p> <p><b>A,C,D</b></p> |



| Date/Week  | Chapter/Lesson  | Content  | Assignments & Tests<br>Due Dates  | Competency<br>Area |
|--|---|--|---|--------------------|
| <p><b>Begin<br/>October 8</b></p> <p><b>End<br/>October 31</b></p> | <p>Introduction to Power Tools-<br/>Module 00104-09</p> | <ul style="list-style-type: none"> <li>• Identify power tools commonly used in the construction trades.</li> <li>• Use power tools safely.</li> <li>• Explain how to maintain power tools properly.</li> </ul> | <ul style="list-style-type: none"> <li>• Read Module 00104-09 of the Core Trainee Guide</li> <li>• Look at the 2 module 4 slide presentations that were downloaded to your USB Flash drive</li> <li>• 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</li> <li>• Complete the Trade Terms Quiz pg. 4.33</li> <li>• Complete Module 00104-09 Performance Profile Sheet with instructor</li> <li>• Take the Module 00104-09 Exam in front of the Instructor</li> </ul> | <p>2<br/>A,C,D</p> |

| Date/Week   | Chapter/Lesson   | Content  | Assignments & Tests<br>Due Dates  | Competency<br>Area |
|---|--|--|---|--------------------|
| <p><b>Begin<br/>November<br/>5</b></p> <p><b>End<br/>December<br/>3</b></p> | <p>Introduction to Material Handling-Module 00109-09</p> | <ul style="list-style-type: none"> <li>• Define a load.</li> <li>• Establish a pre-task plan prior to moving a load.</li> <li>• Use proper materials-handling techniques.</li> <li>• Choose appropriate materials-handling equipment for the task.</li> <li>• Recognize hazards and follow safety procedures required for materials handling.</li> </ul> | <ul style="list-style-type: none"> <li>• Read Module 00109-09 of the Core Trainee Guide</li> <li>• Look at the 1 module 9 slide presentation that were downloaded to your USB Flash drive</li> <li>• 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</li> <li>• Complete the Trade Terms Quiz pg. 9.16</li> <li>• Complete Module 00109-09 Performance Profile Sheet with instructor</li> <li>• Take the Module 00109-09 Exam in front of the Instructor</li> </ul> | <p>2<br/>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.