



TENTATIVE—SUBJECT TO CHANGE

FWMT 1010 Equipment Use COURSE SYLLABUS Fall Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 3/3000

Class Location: Building (Bldg.) 6 Room #6110

Class Meets: Monday & Wednesday 11:30am -1:20 pm

Course Reference Number (CRN): 20331

Preferred Method of Contact: Email ssurgis@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sherry Sturgis

Email Address: [Sherry Sturgis \[ssurgis@southeasterntech.edu\]\(mailto:ssurgis@southeasterntech.edu\)](mailto:ssurgis@southeasterntech.edu)

Campus/Office Location: Swainsboro, Building 6, Room # 6110

Office Hours: Mon 7am-9, Tues 7am-9 & 2:30 pm-4:30, Wed 2 pm-4, & Thurs 2:30 pm-4:30

Phone: Office 478-289-2303, Cell 912-682-2376 (Text me prior to calling on my, please do not abuse)

Fax Number: 478-289-2328

Tutoring Hours: By appointment only

Professional Bio: I received my B.S. and M.S. in Biology from Georgia Southern University, with an emphasis in Ecology. I am an Ecologist, Conservationist, Wildlife Rehabilitator, and Environmental Educator.

SOUTHEASTERN TECHNICAL COLLEGE'S (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 Management for landscapers, Grounds-Care Business & Golf Courses by Deere & Company

I will supply any related handouts, articles, and lab materials.

REQUIRED SUPPLIES & SOFTWARE

Pencils, paper, highlighter, field manual, boots, snake boots, muck boots, sunglasses, change of clothes, etc... Access to computer with MS word. Requires student to be proficient in the use of Blackboard. This is a web enhanced course. Copies of PowerPoint presentations (PPTs) will be placed on Blackboard. Students are expected to access Blackboard on a regular basis.

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

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.

MAJOR COURSE COMPETENCIES

1. Tractor operation & maintenance
2. Chainsaw/wood chipper maintenance & 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

PREREQUISITE(S)

None

COURSE OUTLINE

1. Tractor operation & maintenance
2. Chainsaw/wood chipper maintenance & 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 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

Students are responsible for policies and procedures included in the Catalog and Handbook. FWMT students are responsible for keeping clean, weather appropriate, dry clothing with them at all times. Failure to have appropriate accessories (waders, boots) does not excuse any student from participating in all field labs. Students are expected to attend all labs. Students are expected to turn in all assignments, and take exams on the date given. Students are expected to check their email and Black Board daily.

Note: The schedule is subject to change. The weather may influence our labs. If we cannot go out in the field, we will use time wisely in class or the computer lab for assignments or research. We will have field trips, I will

let you know as soon as I know these dates. Field trip are required, if you cannot attend a field trip, you need to discuss it with me as soon as possible.

Labs are a large percentage of this course. You need to attend all labs. Your grade will be impacted if you miss labs. Cell phone should not be out unless we are using them for class. Do not have cell phones out if we are working with equipment in the field. Bring a bag to collect leaf samples and a notebook for recording notes. You need to be prepared when you go in the field. Wear appropriate field clothes as well.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 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.

EXIT EXAM

There is no exit exam with this course.

WORK ETHICS

There is no work ethic component in this course

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc.)

Tests, assignments, and lab summaries will only be allowed to be made up with a written excuse, approved by the instructor. No labs will be made up and no alternative assignment given, only in special circumstances determined by instructor. If you miss the lab day, then you will receive no credit for the lab. If you miss an assignment given during class or lab time, it cannot be made up as well. There will be a 10% deduction per week for all late work turned in. There will be one lab make-up day at the end of the semester. This will allow you to replace any zero you may have for a lab.

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

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:

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

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 \(STC\) 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

Assessment/Assignment	Percentage
Lab and lab summary	45%
Exams	25%
Final Exam	20%
Assignments	10%
Total	100%

GRADING SCALE

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

FISH AND WILDLIFE MANAGEMENT
FWMT 1010 Equipment Use
Fall Semester 2020 Lesson Plan

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
Week 1 Week of August 17-21 (First day of class-August 17)	Chapter 1 Intro to Equipment Use Define equipment Use of equipment The importance of safety Types of equipment	Course Introduction Policies/procedures for class/lab Introduction to Equipment Use Safety Always First What do we use equipment for in Wildlife Management? What types of equipment? Tractor Operation CDs no lab this week	Read any Power points posted in Week 1 folder Read chapter 1 in textbook No assignments this week	1,2,3 **a, b, c

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
Week 2 Week of August 24-27	Chapter 2 The importance of safety Introduction to the tractor Types of tractors Uses of tractors	Define tractor What are the types of tractors? Identify parts of a tractor Tractor use for wildlife management? Tractor Operation CDs and demonstration Lab 1 (Sturgis Farms) Identify the parts of a tractor Students practice tractor operation in field	Read any Power points posted in Week 2 folder Read chapter 2,3, & 4 in textbook	*1 **a, b, c
Week 3 Week of August 31- September 3	Chapters 5 & 7 Tractor Maintenance Proper maintenance Proper operation	Tractor operation demonstration and maintenance Why is it important to maintain your tractor? What does this mean? Lab 2 (Sturgis Farms) Students practice tractor operation in field Demonstrate the use of a rotary mower Becoming familiar with tractor maintenance	Read any Power points posted in Week 3 folder Read chapters 5 & 7 Assignment 1 Tractor maintenance	*1,2,3 **a, b, c

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
Week 4 September 7-10 September 7- Labor Day Holiday	Chapter 11 Chainsaw Operation and Safety Chainsaw parts and operation Why safety is vital?	What is a chainsaw? What are the types of chainsaws? What are chainsaws used for in wildlife management? Why is safety vital? Lab 3 (Sturgis Farms) Chainsaw Operation parts & safety Proper fueling, starting, adjustment, lubricating, and sharpening	Read any Power points posted in Week 4 folder Read chapter 11 in textbook Assignment 1 due Tractor maintenance	*2 **a, b, c
Week 5 Week of September 14-17	Chapter 11 Chainsaw Operation and care and the Wood Chipper	What is a chainsaw? What are chainsaws used for in wildlife management? Why is safety vital? Safety rules? Lab 4 (Sturgis Farms) Chainsaw Operation demonstration Perform safely felling and bucking a tree Test 1	Read any Power points posted in Week 5 folder Read chapter 11 in textbook	*2 **a, b, c
Week 6 Week of September 21-24	Chapter 7 Chainsaw Operation and care and the Wood Chipper	What is a wood chipper? Use of a wood chipper Lab 5 (Sturgis Farms) Chainsaw Operation demonstration /Wood Chipper Lab	Read any Power points posted in Week 6 folder Read chapter 7 in textbook Assignment 2 Chainsaw Dangers	*2 **a, b, c

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
Week 7 Week of September 28- October 1	No chapter in textbook Handout on ATV Safety ATV Operation & Maintenance Define ATV Uses for ATV in work Parts and safety	Uses of ATVs in Wildlife Management? All-Terrain Vehicle (ATV) Operation CD Demonstration ATV potential hazards Use of safety equipment How to maneuver the machine Safety and maintenance Lab 6 (Sturgis Farm) ATV potential hazards Use of safety equipment	Read any Power points posted in Week 7 folder Read handout on ATV Safety Assignment 2 due Chainsaw Dangers	*3 **a, b, c
Week 8 Week of October 5-8	No chapter in textbook Handout on ATV Safety ATV Operation & Maintenance	ATV parts, safety, and maintenance ATV Operation Demonstration in field Lab 7 (Sturgis Farms)	Read any Power points posted in Week 8 folder Read handout on ATV Safety Assignment 3 ATV Safety & Accidents in Georgia	*3 **a, b, c

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
Week 9 Week of October 12-15	Chapter 10 Power Boat Operation Define power boat Parts and uses Safety	What is a Power boat? Power boat uses in DNR? Parts of a boat What are some boating safety rules? Power Boat (Parts, Safety, and proper Operation) Boating safety course Lab 8 (Sturgis Farms) Power Boat parts and safety	Read any Power points posted in Week 9 folder Read chapter 10 in textbook Assignment 3 due ATV Safety & Accidents in Georgia	*4 **a, b, c
Week 10 Week of October 19-22	Chapter 10 Power Boat Operation GA DNR Boating Guide	Power Boat (Parts, Safety, and Operation) Lab 9 (Sturgis Farms) Power Boat demonstration Test 2	Read any Power points posted in Week 10 folder Read the GA DNR Boating Guide Assignment 4 Boating in Georgia	*4 **a, b, c
Week 11 Week of October 26-29 October 27th (Last day to drop without penalty)	Chapter 10 Boating safety GA DNR Boating Guide	Power Boat Safety and Operation Lab 10 (Sturgis Farms) Power Boat demonstration II	Read any Power points posted in Week 11 folder Read the GA DNR Boating Guide Assignment 4 due Boating in Georgia	*3 **a, c

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
<p>Week 12</p> <p>Week of November 2-5</p>	<p>Chapter 15 Towing What is towing?</p> <p>Identify vehicle weights ratings Pressure & weight ratings</p> <p>Parts of a towing system</p>	<p>What is towing?</p> <p>Identify vehicle weights ratings Pressure & weight ratings</p> <p>Parts of a towing system</p> <p>Towing in Natural Resources Lab 11 (Sturgis Farms) Towing demonstration</p> <p>Demonstrate attaching a trailer to tow vehicle and backing the trailer</p>	<p>Read any Power points posted in Week 12 folder</p> <p>Read chapter 15 in the textbook</p>	<p>*3 **a, c</p>
<p>Week 13</p> <p>November 9-12</p>	<p>Chapter 15 Towing Hand Tools</p>	<p>What are hand tools? What are some types of hand tools? What are some uses for hand tools? Sizes of hand tools</p> <p>Lab 12 (Sturgis Farms) Towing Demonstration Hand Tools lab</p>	<p>Read any Power points posted in Week 13 folder</p> <p>Read chapter 15 in the textbook continues...</p> <p>Assignment 5 Front-end Loader/Backhoe</p>	<p>*5 **a ,b, c</p>
<p>Week 14</p> <p>Week of November 16-19</p>	<p>Chapter 6 UTV Front-end Loader/Backhoe Operation</p>	<p>Utility vehicle UTV Service & operation of UTV</p> <p>What is a Front-end Loader/Backhoe? What are the some uses?</p> <p>Lab 13 (Sturgis Farms) UTV Front-end Loader/Backhoe Operation</p>	<p>Read any Power points posted in Week 14 folder</p> <p>Read chapter 6 in the textbook</p> <p>Assignment 5 due Front-end Loader/Backhoe</p>	<p>*5 **a, b, c</p>

Date/Week	Chapters/Topics	Topics in Lab/field days	Assignments & Tests Due Dates	Competency Area
Week 15 Week of November 23-24 November 25-27 Thanksgiving Holiday	Chapters 6, 14 UTV Front-end Loader/Backhoe Operation	Hand Tools Lab UTV Front-end Loader/Backhoe Operation Lab 14 (Sturgis Farms) Front-end Loader/Backhoe Operation Test 3	Read any Power points posted in Week 15 folder Read chapter 6 in the textbook n/a	*5,7,8 **a, b, c
Week 16 Week of November 30-December 3	Chapters 6, 14 UTV Front-end Loader/Backhoe Operation Review for Final	Review for Final	Read any Power points posted Read chapter 6 in the textbook continues... Review for Final	*7,8 **a, b, c
Week 17 Week of December 7-10 Finals December 7 & 8	Finals	Finals	Finals	n/a

Competency Areas:

1. Tractor operation & maintenance
2. Chainsaw/wood chipper maintenance & 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.

- 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.
- PowerPoint presentations will be placed on Blackboard. Students are responsible for studying these PowerPoints. Notifications and announcements will be placed on Blackboard. **Students are responsible for checking Blackboard daily.**

LESSON PLAN SUBJECT TO CHANGE AT INSTRUCTOR'S LESSON PLAN SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION