



TENTATIVE—SUBJECT TO CHANGE
IDFC 1007 Industrial Safety Procedures
COURSE SYLLABUS
Online
Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 2/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20336

Preferred Method of Contact: STC E-mail

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tony Criswell

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

Campus/Office Location:

Swainsboro: Building 6 Lab 6102

Vidalia: Main- Lab 429

Office Hours:

Swainsboro Campus: Monday and Wednesday 1:30PM- 3:45PM

Vidalia Campus: Tuesday and Thursday 1:30PM- 3:45PM

Phone: 478-289-2235

Fax Number: 478-289-2276

Tutoring Hours: Available upon request

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

None- Will be using an online text

REQUIRED SUPPLIES & SOFTWARE

Access to a computer and web browser.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (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 take an online course.

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; and first aid and cardiopulmonary resuscitation.

PREREQUISITE(S)

None

COURSE OUTLINE

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

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 (ONLINE)

Students are expected to complete all work required by the instructor. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

Electrical program students must earn a minimum grade of C in this course.

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 taking classes on campus, 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.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

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, 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas](#) 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 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.

PROCTORED EVENT REQUIREMENT

Due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

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

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

Assessment/Assignment	Percentage
Orientation	5%
Discussions	5%
Pre-Quiz	15%
Test	55%
Proctored Event (Due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it).	20%
Total	100%

GRADING SCALE

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

IDFC 1007 Industrial Safety

Fall Semester 2020 Lesson Plan

Chapter/Lesson	Date	Content	Assignments & Tests Due Dates	Competency Area
Introduction	August 17-19	Introduction	<ul style="list-style-type: none"> • Read the IDFC 1007 Course Syllabus/Lesson Plan. • Read all of the items under the "Getting Started" link. • Complete the COVID 19 Presentation and Acknowledgement by August 24 noon, 12:00PM • Complete the Pledge Acknowledgment Quiz in the "Getting Started" link in Blackboard by 11:55 pm, Wednesday, August 19. • Post the Student Introduction in the "Getting Started" link in Blackboard by 11:55 pm, Wednesday, August 19 • Send your instructor an email from your <u>STC account</u> by 11:55 pm, Wednesday, August 19 stating your intentions to take the course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence will be sent to your STC email this semester. See the technology access link in Blackboard if you need help accessing your STC email. • Take the syllabus quiz in Blackboard and score 100% • <u>If these items are not completed by 11:55 pm, Wednesday, August 19, you will be turned in as a No-Show and will be removed from the course.</u> 	
Module 1- Safety Practices and Regulations	Week 1 August 17-23	Safety Responsibilities	<ul style="list-style-type: none"> • Complete the Safety Responsibilities Pre-Quiz • Complete Safety Responsibilities Content Area • Complete Safety Responsibilities Test 	1 A,C

Chapter/Lesson	Date	Content	Assignments & Tests Due Dates	Competency Area
Module 1- Safety Practices and Regulations	Week 2 August 24-30	Practicing Safety in the Workplace	<ul style="list-style-type: none"> • Complete the Practicing Safety in the Workplace Pre-Quiz • Complete Practicing Safety in the Workplace Content Area • Complete Practicing Safety in the Workplace Test • Complete Safety Discussion 	1 A,C
Module 1- Safety Practices and Regulations	Week 3 August 31- September 6	Work Area Safety	<ul style="list-style-type: none"> • Complete the Work Area Safety Pre-Quiz • Complete Work Area Safety Content Area • Complete Work Area Safety Test 	1 A,C
Module 2- Lockout/Tagout	Week 4 September 8- 13	Lockout/ Tagout	<ul style="list-style-type: none"> • Complete the Lockout/Tagout Pre-Quiz • Complete Lockout/Tagout Content Area • Complete Lockout/Tagout Test • Complete Lockout/Tagout Discussion 	1 A,C
Module 3- Hazardous Communications	Week 5 September 14-20	Hazardous Materials Standard	<ul style="list-style-type: none"> • Complete the Hazardous Materials Standard Pre-Quiz • Complete Hazardous Materials Standard Content Area • Complete Hazardous Materials Standard Test 	1 A,C
Module 3- Hazardous Communications	Week 6 September 21- 27	Hazardous Material Handling and Storage	<ul style="list-style-type: none"> • Complete the Hazardous Material Handling and Storage Pre-Quiz • Complete Hazardous Material Handling and Storage Content Area • Complete Hazardous Material Handling and Storage Test 	1 A,C
Module 4- Confined Spaces	Week 7 September 28- October 4	Confined Spaces Safety	<ul style="list-style-type: none"> • Complete the Confined Spaces Safety Pre-Quiz • Complete Confined Spaces Safety Content Area • Complete Confined Spaces Safety Test 	1 A,C
Module 5- Personal Protective Equipment (PPE)	Week 8 October 5-11	Types of PPE	<ul style="list-style-type: none"> • Complete the Types of PPE Pre-Quiz • Complete Types of PPE Content Area • Complete Types of PPE Test • Complete PPE Discussion Board 	1 A,C
Module 5- Personal Protective Equipment (PPE)	Week 9 October 12-18	Personal Protective Equipment in the Workplace	<ul style="list-style-type: none"> • Complete the Personal Protective Equipment in the Workplace Pre-Quiz • Complete Personal Protective Equipment in the Workplace Content Area • Complete Personal Protective Equipment in the Workplace Test 	1 A,C

Chapter/Lesson	Date	Content	Assignments & Tests Due Dates	Competency Area
Module 6- Tool Safety	Week 10 October 19-25	Power Tool Safety	<ul style="list-style-type: none"> Complete the Power Tool Safety Pre-Quiz Complete Power Tool Safety Content Area Complete Power Tool Safety Test 	2 A,C
Module 6- Tool Safety	Week 11 October 26- November 1	Hand Tool Safety	<ul style="list-style-type: none"> Complete the Hand Tool Safety Pre-Quiz Complete Hand Tool Safety Content Area Complete Hand Tool Safety Test 	2 A,C
Module 6- Tool Safety	Week 12 November 2-8	Equipment Safety	<ul style="list-style-type: none"> Complete the Equipment Safety Pre-Quiz Complete Equipment Safety Content Area Complete Equipment Safety Test Complete Equipment Safety Discussion 	2 A,C
Module 7- Ladder Safety	Week 13 November 9-15	Articulated Ladder Safety	<ul style="list-style-type: none"> Complete the Ladder Safety Training on the website Complete the Test and Download the certificate or screenshot, depending on grade, in the drop box 	2 A,C
Module 7- Ladder Safety	Week 13 November 9-15	Single and Extension Ladder Safety	<ul style="list-style-type: none"> Complete the Ladder Safety Training on the website Complete the Test and Download the certificate or screenshot, depending on grade, in the drop box 	2 A,C
Module 7- Ladder Safety	Week 13 November 9-15	Stepladder Safety	<ul style="list-style-type: none"> Complete the Ladder Safety Training on the website Complete the Test and Download the certificate or screenshot, depending on grade, in the drop box 	2 A,C
Module 8- Emergency Response	Week 14 November 16-22	Accident Response	<ul style="list-style-type: none"> Complete the Accident Response Pre-Quiz Complete Accident Response Content Area Complete Accident Response Safety Test 	3 A,C
Module 8- Emergency Response	Week 15 November 23- December 3	Fire Safety	<ul style="list-style-type: none"> Complete the Fire Safety Pre-Quiz Complete Fire Safety Content Area Complete Fire Safety Test 	3 A,C
Proctored Event	December 7 Swainsboro Campus or December 8 Vidalia Campus	Proctored Event	<ul style="list-style-type: none"> The Proctored Event will consist of a test which will be administered on a computer in the lab. There will also be a hands-on component of the Proctored Event 	

Competency Areas:

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

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.

DISCUSSION BOARD RUBRIC

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>To receive full credit, students must:</p> <ul style="list-style-type: none">• Make their initial discussion board post to their chosen discussion board question by Wednesday (10 point deduction)• Reply to at least one other student's post by the following Monday. (Replying to your own post is NOT considered a reply.) (30 points)• Include the number of the question answered in the subject line of their post (10 point deduction)• have 4-5 sentences in their post that answers the question thoroughly and correctly (30 points)• have 4-5 sentences in their thorough and thoughtful reply to another student's post that is not simply "yes/no" or "I agree/I disagree" (20 points)