



**ELTR 1510 Electrical Worker  
COURSE SYLLABUS  
Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3750  
Class Location: Main 429  
Class Meets: Monday and Tuesday 6:00 pm - 8:30 pm  
Course Reference Number (CRN): 40237

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Randy Robinson  
Office Location: Main 430  
Office Hours: Monday through Thursday 2:00 pm - 4:00 pm  
Email Address: [Randy Robinson \(rrobinson@southeasterntech.edu\)](mailto:rrobinson@southeasterntech.edu)  
Phone: 912-538-3137  
Fax Number: 912-538-3156  
Tutoring Hours: By appointment

**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**

- [Electrical Prints and Worker Trainee Guide](#), ISBN 978-1-269-82999-1

**REQUIRED SUPPLIES & SOFTWARE**

2GB or higher USB Jump Drive

**COURSE DESCRIPTION**

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site.

**MAJOR COURSE COMPETENCIES**

Topics include: hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and switches.

**PREREQUISITE(S)**

None

## **COURSE OUTLINE**

1. Hazards of Electricity
2. Safe Use of Electrical Tools and Equipment
3. Repair of Electrical Cords, Plugs, Lights, and Switches

## **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 lesson plan. Students are also expected to complete all tests and comprehensive problems on the dates specified on the lesson plan. Students are responsible for policies and procedures included in the STC Catalog and Handbook. **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 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.

## **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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 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 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

### 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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Module Exams	40%
Lab projects	40%
Review Questions	10%
Performance Evaluations	10%

**GRADING SCALE**

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

## ELTR 1510 Electrical Worker Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 8 – February 8/ Weeks 1 -5	Orientation to the Electrical Trades- Module 26101	<ul style="list-style-type: none"> <li>• Describe various career paths/ opportunities one might follow in the electrical trade</li> <li>• Define the various sectors of the electrical industry</li> <li>• Explain the responsibilities and aptitudes of an electrician</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 26101of the Trainee Guide</li> <li>• Look at the PowerPoint’s in Blackboard under assignments for Module 26101</li> <li>• Answer the module 26101 review questions</li> <li>• Take the Module 26101Exam</li> </ul>	<b>4</b> <b>A,B,C</b>
February 12- March 15/ Weeks 6 - 10	Basic Communication Skills- Module 00107	<ul style="list-style-type: none"> <li>• Interpret information and instructions presented in both verbal and written form</li> <li>• Communicate effectively in on- the-job situations using verbal and written skills</li> <li>• Communicate effectively on the job using electronic communication devices</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 00107 of the Trainee Guide</li> <li>• Look at the PowerPoint’s in Blackboard under assignments for Module 00107</li> <li>• Answer the module 00107 review questions</li> <li>• Complete Module 00107 Performance Profile Sheet with instructor</li> <li>• Take the Module 00107-15 Exam</li> </ul>	<b>1, 2,3</b> <b>A,B,C</b>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 19- April 26/ Weeks 7- 15	Basic Employability Skills- Module 00108	<ul style="list-style-type: none"> <li>• Explain your role as an employee in the construction industry</li> <li>• Demonstrate critical thinking skills and ability to solve problems using those skills</li> <li>• Demonstrate knowledge of computer systems and explain common uses for computers in the construction industry</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 00108 of the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard under assignments for Module 00108</li> <li>• Answer the module00108 review questions</li> <li>• Take the Module 00108 Exam</li> </ul>	<b>4</b> <b>A,B,C</b>

**COMPETENCY AREAS:**

1. Hazards of Electricity
2. Safe Use of Electrical Tools and Equipment
3. Repair of Electrical Cords, Plugs, Lights, and Switches

**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