



TENTATIVE—SUBJECT TO CHANGE
DIET 1000: Intro to Diesel Tech, Tools, and Safety

Online COURSE SYLLABUS
Summer Semester 2022 (202216)

COURSE INFORMATION

Credit Hours/Minutes: 3 / 3975

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60013

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Joey Amerson

Adjunct College Email Address: [Joey Amerson \(jamerson@southeasterntech.edu\)](mailto:Joey.Amerson@southeasterntech.edu)

Campus/Office Location: Swainsboro / Building 2 Room 2139

Office Hours: By Appointment / See Jeffrey Wyatt below

Phone: 478-289-2218

Full-Time Instructor Name: Jeffrey Wyatt

Email Address: [Jeffrey Wyatt \(jwyatt@southeasterntech.edu\)](mailto:jwyatt@southeasterntech.edu)

Campus/Office Location: Swainsboro / Building 2 Room 2139

Office Hours: 7:00-8:15 a.m., 3:30-5:00 p.m., MTWR

Phone: 478-289-2218

Tutoring Hours (if applicable): By Appointment / Office Hours

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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

REQUIRED TEXT

Electude Heavy Vehicles Systems, 12 Month voucher, ISBN 97894-93163-75-1

Fundamentals of Medium/Heavy Commercial Vehicle Systems, Second Edition Two year voucher, ISBN 9781284196429. Vouchers purchased from the Book Store.

REQUIRED SUPPLIES & SOFTWARE

Three ring binder notebook, computer access, loose-leaf paper, pencils, and highlighter. Daily, MTWR, access to a reliable internet connection for use with Blackboard, Fundamentals of Diesel (CDX), Electude, mySTC, and college email.

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

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measure instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

MAJOR COURSE COMPETENCIES / OUTLINE

1. Overview of Diesel Powered Vehicles
2. Diesel Technology Safety Skills
3. Basic Tools and Equipment
4. Reference Materials
5. Measuring Instruments
6. Shop Operation
7. Mechanical Fasteners
8. Welding Safety and Basic Skills

PREREQUISITE(S)

None

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. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Wednesday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 66.25 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
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, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), 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 will have at least one week to complete tests and assignments. Most tests and assignments are due on Wednesday of each week. A few are due on Monday as detailed in the lesson plan at the end of this syllabus. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. (Since this program is only offered in Swainsboro, the proctored exam will be in Swainsboro with the available lab equipment.) Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored 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. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, Monday 07/25/2022 between 8:00 AM and 12:00 PM (noon), Building 2, Room 2139.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Any assignment can be made up with acceptable excuse approved by the instructor; any assignment not made up will result in the student receiving a 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). 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 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

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Tests	30%
Final Exam (Proctored)	20%
Online Modules	40%
Work Ethics	5%
Discussion Board	5%

GRADING SCALE

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

60013
Intro to Diesel Tech, Tools, and Safety
Summer Semester 2022 (202216) Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week One 05/15/2022	Blackboard no show requirements. Fire Safety in Electude Get Ahead JCB	Log in to Blackboard and do the four no show requirements listed in the announcements to secure your seat in the course. These requirements include a Student Introduction Discussion Board. Log in to Electude in Blackboard on left side of screen with the instant access code purchased from the library and do the Fire Safety Course and Quiz. Log in to Get Ahead from Blackboard. Do all assignment and test in Heavy Duty Truck Systems and Natural Gas. Log in to JCB, Do Mobile and Tablet Training	Due on 05/23/2022 By Midnight – Day 3. No show students will be turned in to the registrar by early Monday morning. Start Week two as soon as you are ready. Get Ahead due by the end of the semester. JCB Training Due 06/01/2022	2,6,8 a,b,c,
Week Two 05/22/2022	Discussion Board #1 in Blackboard Electude Globally Harmonized System	Complete the First Discussion Board. Follow directions in Blackboard. Do the Globally Harmonized System in Electude Course and Quiz. Refer to the due date in the next column.	Due on 05/25/2022 By Midnight All due are on Wednesday. Exercises are not available after midnight.	1,4,6, a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week Three 05/29/2022 05/30/2022 No Class Memorial Day	Discussion Board #2 in Blackboard Fundamentals of Medium/Heavy Commercial Vehicle Systems (CDX) Chapter 1 (Electude) PPE Electude Safety Signs And Hybrid Vehicles	Second Discussion Board. Log in to CDX in Blackboard on the left side of the screen with the instant access code purchased from the library for Fundamentals of Medium/Heavy Commercial Vehicle Systems Personal Protective Equipment Safety Signs And Hybrid Vehicles in Electude, do Course and Quiz	CDX Chapter one Due 06/01/2022, by Midnight Electude PPE Due on 06/01/2022 by Midnight.	1,2,4, a,b,c
Week Four 06/05/2022	Discussion Board #3 in Blackboard CDX Chapter 2 Tool Basics #1 in Electude	QuizDiscussion Board #3 Log in to Heavy Duty Truck Systems. Do all Activities and test in Chapter two. Watch “Degloved Finger Tutorial” form the video tab in blackboard Tool Basics #1 in Electude, do Course and Quiz	Due on 06/08/2022 By Midnight	1,2,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week Five 06/12/2022	CDX Chapter 3 Tool Basics #2 Electude Tool Basics #3 Electude JCB	Log in to Heavy Duty Truck Systems. Do all Activities and test in Chapter Three. Tool Basics #2, # 3 in Electude, do Course and Quiz <hr/> Log in to JCB, Do JCB Introduction Watch "Hand Tools" form the video tab in blackboard	Due on 06/15/2020 By Midnight JCB Due 06/29/2022	1,3,5,6,7 a,b,c
Week Six 06/19/2022	Electrical Electude CDX Chapter 4 and 5 Discussion Board #4 in Blackboard	Electrical in Electude, do Course and Quiz Watch "ABC's of Hand Tools" form the video tab in blackboard Log in to CDX. Do all Activities and test in Chapter four and five. Watch "How to read an Inch Micrometer" form the video tab in blackboard Discussion Board #4 in Blackboard	Due on 06/22/2022 By Midnight	1,4,5,7,8 a,b,c
Week Seven 06/26/2022	Electude Jacks Liquid Testing and Lifts JCB	Electude, do Course and Quiz Floor Jacks and Lifts in Electude, Liquid Testing and Measurements Log in to JCB, Do Health and Safety Training	Due on 06/29/2022 By Midnight JCB Due 07/20/2022	3,5,7,8 a,b,c
07/03/2022		Summer Brake		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week Eight 07/10/2022	Discussion Board #5 in Blackboard Electude Impact Wrenches CDX Chapter 7	Pnumatic Impact Wrenches in Electude, do Course and Quiz Log in to CDX. Do all Activities and test in Chapter seven. Discussion Board #5 in Blackboard Watch "Tire Safety" form the video tab in blackboard	Due on 07/13/2022 By Midnight	2,3,4 b,c
Week Nine 07/17/2022	Electude Micrometer and Headlight Aimer	Micrometer and Headlight Aimer in Electude, do Course and Quiz	Due on 07/20/2022 By Midnight	3,4,5,7 a,b,c
07/24/2022	Work Ethics And Final Exam	Work Ethics and Proctored Final Exam in person at STC Swainsboro campus. 8:00 a.m. until 12:00 p.m.	Due on MONDAY , 07/25/2022 By 12:00 p.m., NOON	1,2,3,4,5,6,7,8 a,b,c

MAJOR COURSE COMPETENCIES

1. Overview of Diesel Powered Vehicles
2. Diesel Technology Safety Skills
3. Basic Tools and Equipment
4. Reference Materials
5. Measuring Instruments
6. Shop Operation
7. Mechanical Fasteners
8. Welding Safety and Basic Skills

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 ABBREVIATIONS AND EXPLANATIONS

- SC/WC represents a category where the number of sentences or words written can be deducted for based on the instructions given with each discussion board in Blackboard.

- MP represents a category where missing posts will be deducted.
- **Discussion Board Rubric – Discussion Board Grading**
-

Criteria & Achievement Level	20 POINTS OUTSTANDING (100%)	15 POINTS PROFICIENT (75%)	10 POINTS BASIC (50%)	5 POINTS BELOW EXPECTATIONS (25%)	0 POINTS (0%)
Critical Thinking and/or MP Criteria (20% Weighting)	20 POINTS Discussion is rich in content. Generates thought provoking questions. Shows signs of insight and analysis of subject.	15 POINTS Discussion is substantial in content. Shows some insight and analysis has taken place.	10 POINTS Discussion is generally competent. Information may be thin and commonplace. MP: One or more of the required postings are missing limiting the student's ability to meet the criteria.	5 POINTS Discussion is rudimentary and superficial, no analysis or insight is displayed. MP: Two or more of the required postings are missing limiting the student's ability to meet the criteria.	0 POINTS Did not meet the requirements.
Connections (20% Weighting)	20 POINTS Clear connections to previous or current life situations.	15 POINTS Connections are somewhat evident. Some connections to real life situations but not very clear or obvious.	10 POINTS Limited connections. Vague generalities.	5 POINTS No Connections. Off topic.	0 POINTS Did not meet the requirements.
Uniqueness and/or MP Criteria (20% Weighting)	20 POINTS New ideas. New connections. Discussions are filled with depth and detail.	15 POINTS Contains new ideas, but discussions lack depth or detail. MP: One or more of the required postings are	10 POINTS Few or no new ideas. Discussions rehash or summarize other postings. MP: Two or more of the required postings are missing limiting the	5 POINTS No new ideas. "I agree with..." and "I like that concept..." types of statements given.	0 POINTS Did not meet the requirements.

Criteria & Achievement Level	20 POINTS OUTSTANDING (100%)	15 POINTS PROFICIENT (75%)	10 POINTS BASIC (50%)	5 POINTS BELOW EXPECTATIONS (25%)	0 POINTS (0%)
		missing limiting the student's ability to meet the criteria.	student's ability to meet the criteria.		
Timeliness and/or MP Criteria (20% Weighting)	20 POINTS All required postings are completed in advance of the deadline ensuring others have time to respond.	15 POINTS All required postings are completed by the deadline. Some posts are not completed in time for others to read and respond.	10 POINTS All or some of the required posts are completed at the last minute without allowing time for others to respond. MP: One or more of the required postings are missing limiting the student's ability to meet the criteria.	5 POINTS MP: Some of the required postings are missing which limits the student's ability to meet the criteria.	0 POINTS Did not meet the requirements.
Stylistics and/or SC/WC Criteria (20% Weighting)	20 POINTS 0, 1, or 2 grammatical or stylistic errors.	15 POINTS 3-5 grammatical or stylistic errors. SC/WC: Sentence count or word count does not meet the criteria.	10 POINTS 5 or more obvious grammatical errors. Errors interfere with discussion content. SC/WC: Sentence count or word count does not meet the criteria.	5 POINTS Obvious grammatical or stylistic errors make understanding impossible. SC/WC: Sentence count or word count does not meet the criteria.	0 POINTS Did not meet the requirements.