



ELTR 1510 Electrical Worker Course Syllabus Summer Semester 2016

Semester: Summer 2016
Course Title: Electrical Worker
Course Number: ELTR 1510
Credit Hours/ Minutes: 3 / 3750
Class Location: Building 6 Lab 6102
Class Meets: 4-8:20 PM MT
CRN: 60045

Instructor: Tony Criswell
Email Address: tcriswell@southeasterntech.edu
Office Location: Building 6 Lab 6102
Office Hours: 1:30-4PM MTWR
Phone: 478-289-2235

REQUIRED TEXT:

- **Electrical Prints and Worker Trainee Guide**, ISBN 978-1-269-82999-1

REQUIRED SUPPLIES & SOFTWARE: 2GB USB Drive or Larger

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): Provisional Admission

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: STC has identified the following general education core competencies that graduates will attain:

- 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.
- D. The ability to utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Hybrid): Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. Students are responsible for policies and procedures included in the *STC Catalog*. **Electrical Systems Technology program students must earn a minimum grade of C in this course.**

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before the 65% portion of the semester (see STC's calendar on our website for the actual date of the 65% point). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

Withdrawing from Learning Support and/or College Success and Survival Skills courses are not permitted unless the student intends to withdraw totally from the College.

HYBRID ATTENDANCE: STC's attendance procedure is followed for all hybrid classes along with the following addition. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements. STC's attendance policy located in the STC Catalog and Student Handbook must be followed in all hybrid classes. For the scheduled class sessions, attendance is counted from the first scheduled class meeting of each semester. Three (3) tardies or early departures equal one (1) absence for the course(s) involved. In order for a student to receive credit for a course, a student must attend at least 90% of the scheduled instructional time

HYBRID ATTENDANCE ADDENDUM: This class meets 2 day(s) a week for 7 ½ weeks on (Monday and Wednesday). Students must attend the scheduled campus class each week and complete the online assignments. The maximum number of absences a student may miss for this class is 2.

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.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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 may 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.

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 STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY		GRADING SCALE	TCSG GUARANTEE/WARRANTY STATEMENT:
Module Test	40%	A: 90-100	<i>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.</i>
Review\ Trade Term	10%	B: 80-89	
Performance Evaluations	50%	C: 70-79	
Total	100%	D: 60-69 F: 0-59	

ELTR 1510 ELECTRICAL WORKER SUMMER SEMESTER 2016 LESSON PLAN ITEMS THAT ARE COLORED RED ARE ON-LINE ITEMS THAT ARE COLORED BLUE ARE DONE ON CAMPUS				
DATES	MODULE	OBJECTIVES	ASSIGNMENTS	Comp Area Gen. Ed Comp
May 18	Summer Semester Begins			
Begin May 23 End June 13	Orientation to the Electrical Trades- Module 26101-11	<ul style="list-style-type: none"> Describe various career paths/ opportunities one might follow in the electrical trade Define the various sectors of the electrical industry Explain the responsibilities and aptitudes of an electrician 	<ul style="list-style-type: none"> Read Module 26101-11 of the Electrical Level 1 Trainee Guide Answer the module review questions Take the Module 26101-11 Exam 	4 A,B,C,D
Begin June 13 End July 11	Basic Communication Skills- Module 00107-09	<ul style="list-style-type: none"> Interpret information and instructions presented in both verbal and written form Communicate effectively in on-the-job situations using verbal and written skills Communicate effectively on the job using electronic communication devices 	<ul style="list-style-type: none"> Read Module 00107-09 of the Core Trainee Guide Answer the module review questions Complete Module 00107-09 Performance Profile Sheet with instructor Take the Module 00107-09 Exam 	1,2,3 A,B,C,D
Begin July 11 End July 27	Basic Employability Skills- Module 00108-09	<ul style="list-style-type: none"> Explain your role as an employee in the construction industry Demonstrate critical thinking skills and ability to solve problems using those skills Demonstrate knowledge of computer systems and explain common uses for computers in the construction industry 	<ul style="list-style-type: none"> Read Module 00108-09 of the Core Trainee Guide Answer the module review Take the Module 00108-09 Exam 	4 A,B,C,D
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