



## **DIET 1001 HEAVY DUTY TRUCK INTRODUCTION/INSPECTION**

### **COURSE SYLLABUS**

**SUMMER SEMESTER 2018**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3 /3300

Swainsboro Campus/Class Location: Building 2 Room 2139

Class Meets: 8:00AM to 9:25AM Monday, Tuesday, Wednesday, Thursday

Course Reference Number (CRN):60201

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Jon Walraven

Swainsboro Campus/Office Location: Building 2 Room 2138

Office Hours: Monday, Tuesday, Wednesday 7:00 am to 8:00 am

Email Address: [Jon Walraven \(jwalraven@southeastertech.edu\)](mailto:jwalraven@southeastertech.edu)

Phone: 478 289 2218

Fax Number:

#### **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 \(http://www.southeastertech.edu/student-affairs/catalog-handbook.php\)](http://www.southeastertech.edu/student-affairs/catalog-handbook.php).

#### **REQUIRED TEXT**

CDX Medium Heavy Duty Commercial Vehicle Systems

#### **REQUIRED SUPPLIES & SOFTWARE**

Each student must have a black pen, pencil, highlighter, paper and a notebook. Student must have CDX Medium Heavy Truck Textbook.

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

#### **COURSE DESCRIPTION**

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks. Topics include: Technician Safety, Shop Operations, engine systems, cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis

#### **MAJOR COURSE COMPETENCIES**

1. Technician Safety Skills
2. Technician Orientation and Shop Operation

3. Engine Systems
4. Cab and Hood areas
5. Heating ,Ventilation, and Air Conditioning(HVAC)
6. Electrical /Electronics
7. Frame and Chassis

## **PREREQUISITE(S)**

Program Admission

## **COURSE OUTLINE**

1. Technician Safety Skills
2. Technician Orientation and Shop Operation
3. Engine Systems
4. Cab and Hood areas
5. Heating ,Ventilation, and Air Conditioning(HVAC)
6. Electrical /Electronics
7. Frame and Chassis

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College (STC) 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 Operating Trucks and Forklifts Must Have Appropriate Licenses**

Students that operate trucks/equipment that require a commercial driver's license (CDL) must have a valid CDL learners permit or CDL license on file before they can operate any equipment. Students that do not have a CDL permit will be required to attend CDL permit training classes and pass all required Department of Driver Services (DDS) test. DDS testing fees are the responsibility of the student.

Students are required to have a powered lift truck certification on file before they are allowed to operate forklifts or any other power equipment. STC offers forklift training; students are responsible for all fees related to training.

Instructors and STC staff have the discretion to deny vehicle operation to students.

## **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 also 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' (Failing 0-59) 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 also 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...)**

Students that miss homework, tests, and lab assignments must contact the instructor to schedule a makeup

session within two business days of missing the due date of the task. If the student does not contact the instructor, a grade of zero will be given for the missed assignment.

### **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:Helen.Thomas@seatech.edu">Helen Thomas</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@seatech.edu">Lanie Jonas</a>

<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>
<a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	<a href="mailto:ljonas@southeasterntech.edu">ljonas@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 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
Test	30%
Shop lab grade	50%
Final Exam	20%

### GRADING SCALE

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

# DIET 1001 HEAVY DUTY TRUCK INTRODUCTION /INSPECTION

## SUMMER 2018 LESSON PLAN

Instructor may amend lesson plan as needed

Instructor will assign Daimler Trucks North America (DTNA) Get Ahead Training and job sheets

Instructor will assign repair jobs to students in lab as needed

Assignments	Chapter/Lesson	Content	Assignments & Tests	Competency Area
1	Chapter 3	Technician Safety Skills	Complete On-Line Safety Training Instructor will assign due dates	1
2	Chapter 1	Technician Orientation and shop operation	Complete Job sheets as assigned by instructor Complete Chapter 1 Test	2
3	Chapter 55	Engine Systems	Complete Job Sheets as assigned by instructor	3
4	Chapter 55	Cab and Hood Areas	Complete Job Sheets as assigned by instructor	4
5	Chapter 52	Heating, Ventilation, and Air Conditioning (HVAC)	Complete Job sheets as assigned by instructor Complete Chapter 52 Test	5
6	Chapter 55	Electrical/Electronics	Complete Job Sheets as assigned by instructor	6
7	Chapter 26,34	Frame and Chassis	Complete Job sheets as assigned by instructor Complete Chapters 55,26 and 34 Test	7
8	Final Exam	Final Exam	Complete Final Exam	0

### COMPETENCY AREAS

1. Technician Safety Skills
2. Technician Orientation and Shop Operation
3. Engine Systems
4. Cab and Hood areas

5. Heating ,Ventilation, and Air Conditioning(HVAC)
6. Electrical /Electronics
7. Frame and Chassis

**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.