



Course Syllabus

Instructor Information			
Name	Phone Number	E-mail Address	Office Location
Pamela Simpson	253-680-7493	psimpson@bates.ctc.edu	South Campus
Course Information			
Course Number	Course Title	Credits	
TRUCK 109	Class B Commercial Driving	4	
Course Prerequisites			
Entrance into the Commercial Truck Driving Program			
Course Description			
<p>Students learn basic principles of safe driving. Students learn local and state driving laws with emphasis on the requirements of the Department of Transportation. Students learn to operate trucks in city situations: turns, lane changes, clutching, shifting and parking. Students learn backing and maneuvering in close quarters. Students learn to operate trucks on open road situations: freeway driving, and passing vehicles safely. Students are prepared to take the CDL tests and endorsements</p>			
Course Objectives			
<p>Students will receive instruction in the areas of:</p> <ul style="list-style-type: none"> • Identify safe driving principles/requirements • Demonstrate knowledge of US DOT safety regulations • Use the industry's vocabulary • Apply sound backing techniques • Apply in-town and freeway driving techniques • Pass other vehicles • Apply sound parking techniques in city • Identify CDL requirements • Perform Department of Licensing Vehicle Inspection • Obtain Commercial Driver's License 			
Textbooks & Materials			
Required Textbooks	<p><u>JJ Keller 3rd edition Tractor -Trailer: Cengage</u> <u>9781680080476</u> DOT Commercial Driver Guide</p>		

Student Activities													
Reading Assignments	As assigned by the instructor: Handouts as provided												
Evaluation													
	Review questions, chapter tests, quizzes, performance check-sheets and instructor evaluation. Minimum acceptable score on each written evaluation item is 80% and on all 90% lab based performance, for successful completion of course TRUCK 101.												
Course Policies													
Attendance	<p>Students are expected to attend class each time it meets. Bates technical College has a goal of 100 percent attendance in class. This is the standard for employees in industry. In recognition that unusual circumstances can occur, a onetime leave of absence can be allowed at the discretion of the instructor. Any student who has three unexcused absences and/or three tardiness in a given quarter (including leaving early), and who has not been granted a leave of absence may be given withdrawn from for the program. For this reason,</p> <p>students withdrawn may not re-register for 10 weeks. You are required to notify the instructor if you are going to be absent or late for class. A phone call or e-mail message will be acceptable.</p> <p>A maximum of 2 make-up days will be allowed at the discretion of the instructor. Make-up time is to be completed <u>outside</u> of the normal class hours.</p>												
Grading Criteria	<p><u>Grading Scale</u></p> <table> <tr> <td>95-100, (4.0) A</td> <td>72-76, (2.0-2.2) C</td> </tr> <tr> <td>90-94, (3.7-3.9) A-</td> <td>70-71, (1.7-1.9) C-</td> </tr> <tr> <td>87-89, (3.3-3.6) B+</td> <td>67-69, (1.3-1.6) D+</td> </tr> <tr> <td>83-86, (3.0-3.2) B</td> <td>63-66, (1.0-1.2) D</td> </tr> <tr> <td>80-82, (2.7-2.9) B-</td> <td>60-62, (0.7-0.9) D-</td> </tr> <tr> <td>77-79, (2.3-2.6) C+</td> <td>59, (0.0) NC (no credit)</td> </tr> </table> <p style="text-align: right;">counted in GPA</p> <p>S - Satisfactory completion of a pass/fail course U - Unsatisfactory completion of a pass/fail course W - Withdrawal - not counted in GPA</p>	95-100, (4.0) A	72-76, (2.0-2.2) C	90-94, (3.7-3.9) A-	70-71, (1.7-1.9) C-	87-89, (3.3-3.6) B+	67-69, (1.3-1.6) D+	83-86, (3.0-3.2) B	63-66, (1.0-1.2) D	80-82, (2.7-2.9) B-	60-62, (0.7-0.9) D-	77-79, (2.3-2.6) C+	59, (0.0) NC (no credit)
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	<p>IC - Incomplete</p> <p>All unit review questions, quizzes and chapter tests require a minimum score of 80 (2.0) or a B- grade. All performance or laboratory evaluations require a minimum score of 90 or a (3.7) or an A-.</p> <p>Workplace Behavior Checklist: Student must attain a rating of 4 in critical areas; a rating of 3 in all others.</p> <p>Note: Review questions, quizzes, chapter tests and performance check-sheet scores, are combined for a single course grade. All components of a course must be completed to receive credit.</p>
Classroom Conduct	<p>Students are expected to read and understand the Bates Technical College Student Handbook.</p> <p>http://bates.ctc.edu/students/asp</p>
Guidelines	<p>Students are expected to dress and conduct themselves in a professional manner at all times.</p>
Dress Code Policy	<p>Dress code guidelines are as follows:</p> <p>Industry standard dress must be worn daily. Students who are dressed inappropriately will not be allowed to participate in activities and will not receive a passing grade for the current unit of instruction.</p> <p>The dress consists of:</p> <p>Appropriate clothing that fits and long pants are advised. Footwear that covers the entire foot. Water repellant gear when necessary.</p>
Missed or Failed Exams/Labs	<p>Any missed or failed exam must be re-taken at the instructor's discretion, or a score of zero will be given. Periodic evaluation quizzes will be given. Although exams can be made up quizzes cannot. A score of 80% must be obtained for a passing grade on all written evaluations.</p>
Study Expectations	<p>Students are expected to come to class prepared with paper, pencil/pen, textbook, tools, and uniform. Any required reading, assignments, etc. are to be complete prior to the start of class.</p>
Academic Dishonesty	<p>Any form of academic dishonesty, including cheating, falsification, plagiarism or facilitating, aiding and abetting academic dishonesty will be subject to the</p>

	College disciplinary sanctions, including expulsion from the college, according to WAC 495-121-041 PROHIBITED CONDUCT. (See Students Rights and Responsibilities in the College Catalog or Student Handbook).
Cell Phone Use And Electronic Entertainment Devices	Cell phone use of any type is not allowed in class. Please turn all cell phones off before class. Cell phone use and any other electronic entertainment devices while driving or while class is being conducted are prohibited.
General Cell Phone Use While On Campus	<ul style="list-style-type: none"> • Short, quiet cell phone conversations may take place in corridors, away from doorways. Please move extended conversations outside of the building. • Be courteous to others by keeping your voice at a low volume.
Bates Technical College Information Web Sites	
BTC Home Page	http://bates.ctc.edu
Student Handbook	http://bates.ctc.edu/students.asp
Support Services	
Accommodations	If you have a documented disability that requires academic adjustments, auxiliary aids or assistance in an emergency, please notify the instructor during the first week of the course and the Disability Support Service Office at 253-680-7013m M211 in Student Services, as soon as possible. It is the student's responsibility to identify themselves as having a documented disability and to seek assistance from the Disability Support Services Office.
Career Counseling	Jim Field 253-680-7410 jfield@bates.ctc.edu
Library Services	library@bates.ctc.edu
Tutoring Services	tutors@bates.ctc.edu 253-680-7259

South Campus Library	Hours: Monday - Thursday, 8:00 - 5:00 Friday, 10:30 - 4:30
Technology Center	Room E-205 Monday - Friday, 4:30 - 6:30

Disclaimer

This syllabus is a representative of materials that will be covered in this class. It is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to the stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any questions or concerns related to this class, please feel free to discuss them with the instructor.