

# Yavapai College

## ELT 201 Introduction to Line work Course Syllabus

Fall Semester, 2014

<u>Course Number</u>	<u>Course Title</u>	<u>Section #</u>	<u>Lecture/Lab</u>	<u>Credits</u>
ELT 201	Introduction to line work	38081	Lecture	2

**Meeting times and dates:** ELT 201 meets Tuesday and Thursday, 8:00 a.m. to 9:15 a.m., starting Aug. 18 through Dec. 6.

**Location of class:** Chino Valley campus, building 58, room 164.

**Instructor:** Drew Lindsey

**Instructor contact information:** email: [drew.lindsey@yc.edu](mailto:drew.lindsey@yc.edu) . Phone: 928-717-7728

**Office hours:** Mondays 8:00 a.m. to 12:00 p.m., and 1:30 p.m. to 4:00 p.m. on Wednesday. Other hours by appointment only.

**Prerequisite:** ELT 101, or ELT 112 (may be taken concurrently).

**Required textbook:** Line worker Training. Author: Henderson. ISBN: 9781269676069

**Course Description:** ELT 201 Introduction to line work 1. Overview of the line work industry including its history, technological developments, and current practices. Examination of industry equipment and tools. Focus is on safety practices and procedures used in the electrical line work industry.

**Course purpose:** This course is designed to expose students to the basics of line work, and convey knowledge of pole climbing, setting poles, electrical conductors, distribution voltages, insulators, protective grounds, rope and rigging, and distribution construction specifications.

### **Student required materials list:**

1. ELT 201 Line worker Training book.
2. Pen or pencil, and paper.
3. Access to computer, and the internet.

### **Course content:**

1. History of line work.
2. Technological developments and current practices of line work.
3. Pole climbing equipment and tools.
4. Pole climbing techniques and safety practices.
5. Grounding equipment and tools.
6. Cover-up techniques and safety practices.
7. URD techniques and safety practices.

**Learning outcomes:**

1. Students will be able to describe the history of the line work industry. (1)
2. Students will be able to identify technological advances in line work, and define current practices. (2)
3. Students will be able to identify, inspect, and describe the equipment and tools used in pole climbing. (3)
4. Students will be able to describe and utilize safe pole climbing practices and techniques. (4)
5. Students will be able to describe the equipment and tools used in testing and grounding. (5)
6. Describe and use techniques and materials used in cover-up. (6)
7. Describe and use techniques used in URD systems. (7)

**Discussion board posts:**

1. Students will be presented with weekly discussion board topics.
2. Students will present at least one original post, and one response to another student's original post.
3. A student will be given one grade for both the original post, and the response.
4. Student's submissions will be due a week from the time the question is posted.

Category	Excellent: 10 points	Proficient: 8 points	Satisfactory: 5 points
Original post	Uses good spelling and grammar. Constructive and informative post.	Pertains to topic. Provides original perspective.	Participation. Submits post. At least two complete sentences.
Response	Uses good spelling and grammar. Constructive and informative response.	Pertains to topic. Provides original perspective.	Participation. Submits response to other student's original post. At least two complete sentences.

## Assessments:

### Grading:

Tests- 100 points each: 1100 points

Midterm exam: 200 points

Final exam: 300 points

Discussion board: 140

Total: 1740

## Point Summary

<u>Grade</u>	<u>Percent</u>	<u>Total points</u>
A	90%-100%	1566-1740
B	80%-89%	1392-1565
C	70%-79%	1218-1391
D	60%-69%	1044-1217
F	0%-59%	0-1043

## Instructor and Institution Policies and Procedure

### **Student E-Mail & YC Portal**

Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar'. In the best interest of effective communications management, this address resides on the College maintained e-mail system. The new student email system at Yavapai College is based on Microsoft Outlook Web Access (OWA), accessed the system by clicking on the email icon in the *myYC* Portal.

All Yavapai College instructors will communicate to student 'Scholar' emails with approved YC email addresses only, and shall communicate response time to student emails on their course syllabus.

Students are expected to check their Yavapai College e-mail account as directed by their instructor. If you need assistance, go to <http://www.yc.edu/content/myyc/emailinfo.htm>

Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location.

All Yavapai College students will be required to use the *myYC* Portal to register, add, or drop classes online at <http://my.yc.edu/>. First-time students will create a log-on username and password. Returning students will register and use the *myYC* Portal as well.

Instructor will make every effort to return e-mails prior to the start of the next class.

### **Internet Downloading:**

Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.

### **Attendance:**

Regular attendance in class is mandatory. Turning in work when it is due is required. By following the syllabus, the student can finish the course by the end of the semester. Due to the rigorous nature of this course, attendance is vital for successful completion. A student who expects to be absent due to another school sponsored activity or compelling personal reason must make prior arrangements with the instructor – no exceptions! Attendance is not just showing up on time. Students are expected to pay attention while they are in class. The instructor reserves the right to remove students from class for reasons such as texting, sleeping or other disruptive behavior. . A student who does not adhere to instructor and College attendance requirements may be dropped from the course as defined in the Yavapai College General Catalog.

### **Course Withdrawal:**

To officially withdraw from a course, the student must complete a Yavapai College Change of Class Enrollment Form and submit it to the Registration Office. Withdrawing from a course after the published deadline for withdrawal requires instructor approval and signature. When a student withdraws from a course, a "W" will appear on the student's permanent college record. If a student does not follow official procedures for withdrawing from a course, failing grades will be posted on the student's permanent record.

**The instructor will NOT withdraw you from this course due to excessive absences. If you stop attending/participating, you will fail.**

### **Course mentoring:**

Contact the course instructor during office or lab hours, through e-mail or phone to arrange for additional course assistance. Many student support services are also available to assist students in successful course completion.

### **Academic Integrity:**

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's "Student Code of Conduct." **Any student found cheating will be asked to leave class immediately and awarded a failing grade. A "W" will NOT be an option...NO EXCEPTIONS!** .

### **Class behavior**

Cell phones must be turned to vibrate while in class and if a call or text must be made the student is to step outside of class for that purpose. It is mandatory that all students show up ready to learn and do not disrupt the efforts of other students. Anyone found taking away from the ability of the class to learn will leave. Class starts at 8:00 a.m. Do not show up at 8:00 a.m.. Early is on time and on time is late. If you plan to be late or miss class you may contact the instructor by email or phone. If a student shows up late without notice he may be told to leave class. The instructor reserves the right to remove any individual who is disrupting the potential for others to learn. Safety is always of our primary concern, and any individual who consistently or willfully ignores safety rules will be asked to leave the class.

### **Student Code of Conduct**

Respect for the rights of others and for the College and its property are fundamental expectations for every student. The "Code of Conduct" outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.

Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.

Web link for the Student Code of Conduct –

<http://www.yc.edu/v4content/student-services/code-conduct.htm>

### **Drug Free Environment**

Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited.

### **Tobacco Use**

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents.

In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.

### **Disability Resources:**

Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through the Disability Resources Coordinator (Prescott Campus: 928.776.2079 or Verde Valley Campus: 928.634.6563).

**Cell Phone, Pages & Texting:**

Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas. Cell phones and pagers must be used outside these facilities.

If a cell phone or any other mobile device becomes a potential distraction the instructor reserves the right to remove the student from class.

**Other Instructor Procedures**

Manual work will be graded and turned back prior to the end of the next class if possible. In this class we will not tolerate disrespecting women which includes swearing in front of them. Any student found mishandling the equipment in the lab will be removed from class. If any student has questions make sure to ask, either in person or in an email. Please refer to the Course Calendar for specific dates and times of class and holidays.