



COURSE: ELT 211

INSTRUCTOR: Drew Lindsey

SYLLABUS

Your Course Learning Plan

**TIME & DAY/ TIME FRAME: Tuesday and Thursday from
8:00 am to 9:15 am**

A. Instructor Contact & Communications

Classroom Location:	CVAG58 Room 164
YC Email Address:	<i>drew.lindsey@yc.edu</i>
Office/Campus Location:	CVAG58 Room 161
Office/Lab or Online Hours: (if applicable)	Monday 8:00 am to 1:00 pm
Other contact information	Cel. Phone: 928-215-0147 Office phone:928-717-7728

B. General Course Information, Content, & Learning Outcomes

<p>Course Purpose & Credit Hours:</p>	<p><i>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.</i> 2.00 Credit hours</p>
<p>General Education:</p>	<p>This course is on a General Education list X This course is not on a General Education list</p> <p>** S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC).</p>
<p>Course Description:</p>	<p>Advance study of the linework industry with emphasis on hot sticking and lock out/tag out procedures using industry-standard safety practices.</p>
<p>Prerequisite/Co-requisite:</p>	<p>ELT 201</p>
<p>Course Content</p>	<ol style="list-style-type: none"> 1. Hot sticking equipment and tools 2. Hot sticking techniques and safety practices 3. Lock out - tag out - try out equipment and tools 4. Lock out - tag out - try out - techniques and safety practices
<p>Learning Outcomes</p>	<ol style="list-style-type: none"> 1. Identify and describe the equipment and tools used in hot sticking. (1) 2. Describe and demonstrate proper techniques used in hot sticking. (2) 3. Explain the importance of lock out - tag out procedures. (3) 4. Describe proper procedures used in communications for lock out - tag out procedures. (4)
<p>Assessment Measures</p>	<p>Chapter reviews Chapter tests Final exam</p>

<p style="text-align: center;">Grading (credit) criteria:</p>	<p><u>Syllabus test:</u> 100 points possible <u>Chapter reviews:</u> 12 @ 20 points each <u>Chapter tests:</u> 12 @ 100 points possible each <u>Final Exam:</u> 300 points possible Percentage score equals number correct divided by total possible.</p> <p>Syllabus test: 100 points possible Chapter reviews: 240 points Chapter tests: 1200 points possible Final exam: 300 points possible Total points possible: 1840</p> <p>Grading: A=1656-1840 points (90%) B=1472-1655 points (80%) C=1288-1471 points (70%) D=1104-1287 points (60%) F=1286 or less</p>
<p>C. Textbooks, software, supplies, equipment, and/or tools</p>	<p>Computer with internet The Lineman’s and Cableman’s Handbook (Twelfth Edition)</p>

	Student Resources (as applicable)
<p>Campus Resources:</p>	<p>Campus Resources available through Student Services (http://www.yc.edu/v4content/student-services/default.htm).</p>
<p>myYC Portal:</p>	<p>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. The myYC Portal includes: Links to your College email Your degree audit system – <i>DegreeWorks</i> – to track your progress Registration information - also your schedule View transcripts, update information, and more!</p> <p>For assistance with the Portal, go to http://portalinfo.yc.edu/support.asp</p>

Student Email Accounts:	<p>Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar', accessed by clicking on the email icon in your <i>myYC</i> portal.</p> <p>Students are expected to check their Yavapai College Scholar account for college-related information and for class information and announcements, as directed by the instructor. For assistance, go to http://www.yc.edu/content/myyc/emailinfo.htm</p> <p>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.</p>
Library Services:	<p>Library services are available at the Prescott and Verde Valley Campuses. Both are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Both libraries also include public computer access.</p>
Learning Centers & Tutoring:	<p>Learning Centers are available on both the Prescott and Verde Valley Campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and learning equipment for students with disabilities, and a networked general computer lab for registered students. Please call for details: Prescott - 776-2085, or Verde Valley – 634-6562. Web link: http://www.yc.edu/v4content/learning-center/</p>
Online resources and services:	<p>Online writing tutoring for any academic subject is available at http://www.yc.edu/v4content/learning-center/</p>
Open Computer Labs:	<p>Most campuses have open computer lab hours for currently-enrolled students. Please check your campus site for availability and schedules.</p>
Holidays & Closures:	<p>Spring break: March 9-13</p> <p>Martin Luther King Jr. Day: January 19</p>
Important Dates:	<p>First day of class: January 13 Last day of class April 30 Spring break: March 9-13 Last day for 100% refund: January 18 Last day for student initiated withdraw: March 8</p>

	Institutional Policies and Instructor Procedures
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<p>Attendance:</p>	<p>Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. All course work must be made up as directed by the instructor. 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.</p>
<p>Course Withdrawal:</p>	<p>A student-initiated drop date is established by the College. For Spring semester 2015, This date is March 8, 2015. <u>Students are responsible to drop</u> a class through the Self-Service option on the <i>myYC</i> Portal. If you have not withdrawn from a class by the student-initiated drop date, you will receive the letter grade earned in the course at the end of the semester. An instructor may withdraw students from class after the student-initiated date. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on your student permanent record.</p>
<p>Satisfactory (S) Unsatisfactory (U) Grades</p>	<p>An “S” grade is defined as equivalent to a grade of “C” or better on the conventional grading scale of A-F. A course completed with an “S” grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.</p> <p>Specified courses are graded only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:</p> <ul style="list-style-type: none"> • Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses. • A maximum of twelve (12) hours of “S” credit from 100- and 200-level courses may be applied toward Yavapai College graduation requirements. • S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). • S/U grades are not computed in the student’s Yavapai College grade point average.
<p>Academic Integrity:</p>	<p>Honesty in academic work is a central element of the learning environment. It will be assumed that you will present your own work. 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.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct (http://www.yc.edu/v4content/student-services/code-conduct.htm)</p>

<p>Student Code of Conduct:</p>	<p>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.</p> <p>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 discussion board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.</p> <p>Web link for the Student Code of Conduct – http://www.yc.edu/v4content/student-services/code-conduct.htm</p>
<p>Internet Downloading:</p>	<p>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.</p>
<p>Disability Resources:</p>	<p>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).</p>
<p>Cell Phone, Pages & Texting:</p>	<p>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 need to be used outside these facilities.</p>
<p>Tobacco Use:</p>	<p>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.</p> <p>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.</p>
<p>Drug & Alcohol Free Environment:</p>	<p>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.</p>

<p>Additional Instructor Information & Procedures:</p>	<p>LATE WORK: Assigned work (worksheets, labs, review questions and exams) will be accepted after the due date defined in the calendar only if prior notice is given of an absence to the instructor in advance of the class meeting (preferably via text message). In other words, if you miss class and don't let me know about it in advance you will not be allowed to make up any work that you missed. Attendance is mandatory.</p> <p>ABSENCES: Any student with more than four unexcused absences may be dropped from this course. Tardiness is unacceptable, and will count against the student as an absence unless it is excused by the instructor. In order for an absence to be excused the instructor must be notified before the beginning of class, preferably by text message. I can be reached by cellular phone at 928-215-0147</p> <p>Note: All assignments including labs and worksheets are due the next class meeting.</p> <p>The instructor will make all possible efforts to respond to emails within a 24 hour period.</p> <p>The calendar for this course is available on blackboard under the "syllabus" tab.</p>
<p>Online System & Assignment Requirements</p>	<p>All course materials are available 24/7 at the course shell in Blackboard.</p>

*** End of PPT 120: Energy Industry Fundamentals syllabus ***