

Basic Course Information

Semester:	Spring 2016	Instructor Name:	Jimenez, Javier
Course Title & #:	Electrical Trades IV /ELTT 104	Email:	Javier.Jimenez@imperial.edu
CRN #:	20927	Webpage (optional):	
Classroom:	IID Headquarters, Water Control	Office #:	
Class Dates:	16 FEB 2016 to 10 JUN 2016	Office Hours:	
Class Days:	Wednesday	Office Phone #:	
Class Times:	04:00 PM – 08:30 PM (March 16th 05:30 PM – 08:30 PM)	Emergency Contact:	Javier.Jimenez@imperial.edu
Units:	4.00		

Course Description

An introduction to framing, setting, guying poles, installation of conductors and grounds, and the laying out and constructing of an underground line system. (Nontransferable, AA/AS degree only)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Understand industry rules, regulations, and safety standards. (ILO2, ILO3)
2. Understand line trucks, derricks, digging equipment, and bucket trucks, their uses, and safety when using equipment. (ILO2, ILO3)
3. Understand and describe the overhead distribution system including delta and wye connections, cutouts, switches, reclosers, sectionalizers, capacitors, and voltage regulators. (ILO1, ILO2, ILO3)
4. Understand the various troubleshooting techniques on underground and overhead transformers, and cable fault location. (ILO2, ILO3)

Course Objectives

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to (these objectives are subject to change):

1. Practice standard safety procedures appropriate to the power utility industry.
2. Recognize and deal appropriately with hazardous materials in the power utility industry.
3. Operate and maintain a bucket truck, digger derrick, backhoe, and trencher.
4. Demonstrate the method(s) of connecting pole top transformers (single-phase and three phase)
5. Analyze and explain the procedures for troubleshooting and replacement of faulty pole top transformer components; i.e., cutouts, switches, capacitors, and voltage regulators.
6. Explain the procedures in locating cable fault sites.

Textbooks & Other Resources or Links

1. Shoemaker, Thomas M. and James E. Mack (2012). The Lineman's and Cableman's Handbook (12th/e). New York McGraw-Hill. ISBN: 9780071742580
2. NJATC (2007). Transformation for Lineworkers (2nd/e). Alexander. ISBN: B0024KX8XA

Course Requirements and Instructional Methods

Assignments are designed to elicit your demonstration of critical thinking, understanding and application of the course concepts, and your proficiency in the subject matter.

Required Activities or Assignments

Required Activities or Assignments	Points
1. Homework, Assignments:	10
2. Laboratory Experiments:	10
3. Mid-Term Exam:	40
4. Final Exam:	40

Teaching Methods: Discussion of assignments and instructional methods will be a combination of all methods of instruction, which can be classified as telling, lecturing, or discussing; showing or demonstrating.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

The course grade is based on total points accumulated during the semester. There is a maximum of 100 points. Very limited extra credit points may be available, either through some class participation activity, group work or perfect attendance. Failing to turn in regular assignments will stop you from being able to earn extra credit points and late assignments will have points subtracted.

Final Grades are calculated as follows:

Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Grading Rubrics: In addition to the percentages and points listed above the following grading rubric (standards expected) will be used when grading student assignments. The description that best fits your work will be the assigned grade.

Grade	Rubric or Standard Expected
A	Focused and clearly organized. Contains advanced critical thinking and analysis. Convincing evidence is provided to support conclusions. Clearly meets or exceeds assignment requirements.
B	Generally focused with some development of ideas, but may be simplistic or repetitive. Evidence is provided to support conclusions. Occasional grammatical errors. Meets assignment requirements, but does not exceed.
C	Unfocused, underdeveloped, or rambling, but has some coherence. Minimal

	evidence is provided to support conclusions. Several grammatical errors. Meets minimum assignment requirements.
D	Unfocused, underdeveloped, and/or rambling. Limited evidence is used to support conclusions. Serious grammatical errors that impede overall understanding. Does not address the assignment requirements
F	Unfocused, underdeveloped, and/or rambling. Incomplete or too brief. No evidence is used to support conclusions. Serious grammatical errors that block overall understanding. Does not meet assignment requirements. Minimal to no student effort.

Late Assignments will be accepted until the graded assignment is returned to the class, but assessed a penalty of 10 points per calendar day it is late.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Below is a tentative, provisional overview list (the dates and Activities, Assignments and/or Topics are subject to change) of weekly activities and assignments that will assist you in meeting the course objectives and the Student Learning Outcomes.

Date	Activity, Assignment, and/or Topic	Assignment Due
February 17	Syllabus & Introduction	
February 24	A. Rules and Regulations 1. Safety Procedures	
March 2	B. Identifying and dealing with hazardous materials	
March 9	C. Line Trucks, Derricks, and Digging Equipment 1. Introduction to mobile hydraulic systems 2. Introduction to bucket trucks 3. Pre-use inspection 4. Bucket truck placement 5. Bucket truck operation 6. Material handling bucket trucks 7. Lifting a transformer 8. Digger derricks 9. Backhoes 10. Trenchers	
April 6	Review for Mid Term Exam	
April 13	Mid Term Exam	
May 4	D. Distribution Line Maintenance II-Pole Top Equipment Maintenance 1. Overhead distribution system design (delta and wye) 2. Transformer connections (single and three-phase) 3. Troubleshooting transformers (single and three-phase) 4. Pole top transformer replacement	
May 18	E. Troubleshooting and replacing 1. Cutouts 2. Switches 3. Sectionalizers and reclosers 4. Capacitors 5. Voltage regulators	
June 1	F. Underground Line Maintenance II-Transformers, Switchgear, and Cable Fault Location	

Imperial Valley College Course Syllabus – Electrical Trades IV ELTT 104

	1. Underground residential distribution transformers 2. Pad-mounted transformers and switchgear 3. Cable fault location	
June 1	Review for Final Exam	
June 8	Final Examination	

*****Tentative, subject to change without prior notice*****