

Basic Course Information

Semester:	Fall 2017	Instructor Name:	David G Shelton
Course Title & #:	ELTT 102	Email:	dgshelton@iid.com
CRN #:	10863	Webpage (optional):	
Classroom:	P-4 IID headquarters Imperial Ca.	Office #:	
Class Dates:	8/16 - 12/09	Office Hours:	
Class Days:	W	Office Phone #:	760-427-8590
Class Times:	4:00pm to 8:00pm	Emergency Contact:	760-427-8590
Units:	4		

Course Description

An introduction to Transmission and Distribution Systems, Transmission Structures, Aerial Devices Digger Derricks, Ropes, Rigging and Hand Signals. With a review of fundamentals. (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.
2. Describe the various parts of a Transmission structure and Equipment. Including but not limited to types of structures and equipment.
3. Understand Utility Safe Work Practices, OSHA rules, National Electrical Safety Standards, and discuss application to Imperial Irrigation District standards and the utility industry.
4. Review Rigging techniques including knot tying used in the utility industry and understand the utilization of aerial devices and digger trucks.

Course Objectives

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

1. 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. Demonstrate the procedures for Safe Work Practices in the utility industry.
4. Understand and recognize transmission equipment.
5. Demonstrate the method of rigging and pulling cable.
6. Review of the basic Electrical fundamentals.
7. Demonstrate basic knowledge in transmission systems

Textbooks & Other Resources or Links

Shoemaker, Thomas M. and James E. Mack (2012). The Lineman's and Cableman's Handbook (12th/e). New York McGraw-Hill. ISBN: 9780071742580, ELLT-102 Mike Holtz Basic Fundamentals

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 Points

1. Homework, Assignments: 25

2. Quizzes: 25

2. Mid-Term Exam: 25

4. Final Exam: 25

Teaching Methods: Discussion of assignments and instructional methods will be a combination of all methods of instruction, which may 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, even though 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
0-59	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, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity

Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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 of the reading, assignments, tests, or other activity for the duration of the course. The faculty may find a table format useful for this purpose.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Syllabus & Introduction	
Week 2	Safety in Utility Systems 102 Manual – Lineman's hand book Basic Fundamentals	Assigned Home work
Week 3	Safety in Utility Systems Substations 102 Manual – Lineman's hand book Basic Fundamentals	Assigned Home work
Week 4	Quiz Home Work- ELLT 102	Assigned Home Work
Week 5	Safety in Utility Systems Substations 102 Manual – Lineman's hand book, Basic Fundamentals	Mike Holts Unit 6 Read and Answer Questions

		APEL Read distribution up to pg. 25 Answer Questions. Line Man Hand book Read 129-142
Week 6	Safety in Utility Systems Confined Space 102 Manual – Lineman’s hand book, Basic Fundamentals	APEL Distribution pg. 37 to 60 Answer questions. Lineman’s handbook pg. 363 to 390
Week 7	Safety in Utility Systems Confined Space 102 Manual – Lineman’s hand book MID-TERM REVIEW	Review all assigned work prepare for mid term
Week 8	MID-TERM	
Week 9	Safety in Utility Systems Fall Protection, Aerial Devices 102 Manual – Lineman’s hand book , Basic Fundamentals	Assigned Home work
Week 10	Safety in Utility Systems, Digger Derricks 102 Manual – Lineman’s hand book, Basic Fundamentals	Assigned Home work
Week 11	Safety in Utility Systems Bucket Trucks. 102 Manual – Lineman’s hand book, Basic Fundamentals	Assigned Home work
Week 12	QUIZ Safety in Utility Systems Bucket Trucks 102 Manual – Lineman’s hand book, Basic Fundamentals	Assigned Home work
Week 13	Safety in Utility Systems Safety Gear Rigging 102 Manual – Lineman’s hand book, Basic Fundamentals	Assigned Home work
Week 14	Safety in Utility Systems Hand Signals 102 Manual – Lineman’s hand book, Basic Fundamentals	Assigned Home work
Week 15	Review Final Exam	
Week 16	Final Exam	

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