

Northeast Wisconsin Technical College

Land Acknowledgement Statement

The region served by NWTC **occupies the ancestral home** of the Menominee Nation, who have **persisted here** in Northeast Wisconsin from **before recorded history** to the present day. The College's Green Bay campus exists **upon lands ceded from the Menominee Tribe to the Oneida Nation**. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations as are the **lands of all First Nations People**.

See more detail at <https://tinyurl.com/244wh3xf>

Line Electrician Safety 3 - SYLLABUS

Catalog #31-413-361 & Class #21494

Starts: January 17, 2023 Ends: March 13, 2023



INSTRUCTOR INFORMATION & RESPONSIBILITIES

Instructor Dan Scheider
Office EE101M
Telephone **Office:** 920-498-5668
Cell: 920-246-8225
Email daniel.scheider@nwtc.edu
Instructor Availability By Appointment

As a NWTC instructor, I am expected to:

- *Maintain a professional, safe learning environment while adhering to the policies of the college.*
- *Provide open and frequent communication with learners regarding their progress in this class.*
- *Reply to communications within 48 business hours.*
- *Grade assignments and post scores in Blackboard regularly.*
- *Provide feedback to guide learners toward improvement of their coursework.*
- *Post information about assignments in Blackboard Learning Plans and Grade Center.*
- *(In the event of a college level cancellation) Communicate with learners a detailed plan regarding expectations for responding to the cancellation within 24-hours.*

Class Schedule:

This class meets on the following days/times:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:30 pm - 1:20 pm						

Class Delivery Mode: This class meets in an 8-week format with both in-person and online components.

Class Meeting Location: This class meets in EE201

Course Description: This course provides classroom opportunity for the learner to develop knowledge and understanding of safe skills for line clearing, right-of-way maintenance, generating stations, substations, underground systems, protective equipment and tree trimming required for employment in this field.

Credits: One credit

Pre-requisites/Corequisites: Line Electrician – Safety 1, and Line Electrician – Safety 2

Textbook: The Guidebook for Linemen and Cablemen, APPA Safety Manual, EnergyU Online Course and (ISPC) T&D PowerSkills Workbooks and Videos on Blackboard.



Lineman Training material furnished through a grant from the Institute for Safety in Powerline Construction.

Supplies/Technology: Notebook, pen; laptop (available in classroom if you don't have one); Climbing/Tools

Course Competencies: You have the opportunity to learn the following skills in this course:

Course Competencies:
Discuss electric utility accidents and near miss accidents.
Identify basic safety elements with overhead transmission.
Identify basic safety elements with substations and switchyards.
Value the purpose of safety in the work place.
Identify safe working procedures in tree work.
Identify safe working procedures of different types of watt hour meter.

Employability Skills: In addition to specific job-related training, NWTC has identified transferrable employability skills reaching beyond the context of a specific course. These are:

NWTC's TRANSFERABLE EMPLOYABILITY SKILLS
1. Communicate Effectively
2. Work Cooperatively and Professionally
3. Think Critically and Creatively
4. Solve Problems Effectively
5. Value Individual Differences and Abilities
6. Demonstrate Personal Accountability
7. Demonstrate Community and Global Accountability

Student Services to Support You: Being in college is an exciting time to develop skills, further your career path, and build community. We don't want financial challenges to get in your way! Our team is ready to support basic needs such as groceries, housing assistance, transportation assistance, and more. Our goal is to keep you on track with your studies and educational goals. If you are experiencing a financial emergency or an unexpected event in your life, let us help. Support services are available at all NWTC locations. Our main office is located on the Green Bay campus in SC133. We can be reached by phone (920) 498-6258, email supportservices@nwtc.edu or in-person. For more information, please visit us at www.nwtc.edu/student-experience/student-support-services.

Additionally, NWTC provides many services and support networks to assist our students. Descriptions of these services can be found in the NWTC Student Handbook or at www.nwtc.edu/students. We encourage you to learn about the resources available to you, ranging from student involvement and personal counseling to academic, financial aid, or career advising. When you are looking for services, please contact your instructor or academic advisor via Starfish, or by calling (920) 498-5444.

Academic Coaching (Tutoring) at NWTC: Academic Coaching provides an additional layer of support to ensure students achieve their academic goals. Academic Coaching is committed to serving all students as an academic resource to promote student growth and success. Students who use Academic Coaching receive content help,

but also gain study skills, organization skills, time management, and confidence. We understand that school can be challenging; let us help you reach your academic goals at www.nwtc.edu/academiccoaching

NWTC ALL-COLLEGE POLICIES

These policies are in effect for all classes at NWTC:

This syllabus is a learning contract between you and your instructor. In addition to your syllabus, there are policies and procedures listed in the NWTC Student Handbook that all students must uphold. Please refer to the NWTC Student Handbook to raise your awareness and understanding of the College's expectations.

[NWTC Student Handbook](#)

- [Academic Integrity \(includes Plagiarism, cheating and collusion\)](#)
- [Drop from a Class or Program](#)
- [Student Academic Grievance](#)
- **Discrimination and Harassment Prevention:** NWTC is committed to embracing the worth of every individual and promoting a respectful environment. Discrimination and harassment of protected categories in its employment and educational programs is prohibited. For questions or concerns, contact Mohammed Bey, Chief Diversity Officer, by email at mohammed.bey@nwtc.edu or by phone at (920) 498-6826.
- **Disability Act Statement:** NWTC is committed to creating a learning environment that meets the needs of its diverse student body. NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. If you have a disability, please call Disability Services at (920) 498-6904 to begin a conversation regarding the support services available to you or to request an official accommodation.
 - [Accessibility & Data Privacy](#)

Student Academic Calendar: Visit [Academic Calendar page](#) for important College dates you should add to your personal calendar.

Course Calendar with due dates located in Blackboard.

CLASS SPECIFIC POLICIES

In addition to the college policies referenced, the following instructor policies also apply to this course:

Attendance and Participation: NWTC reserves the right to impose class attendance restrictions in courses and programs, based on administrative guidelines. Attendance ethics are important, as potential employers will investigate attendance records and transcripts. A [phone call or text message](#) to the instructor prior to the start of the class is required if the student will be absent or late.

Estimated number of hours required to be successful in the class (class hours and outside hours for homework, readings, etc.) Approximately 4 hrs. weekly classes and 2 hrs. outside of class

Technology Skills & Assistance: Basic computer skills (examples include, but not limited to sending emails, completing class assignments using specific software (Word, Blackboard, EnergyU, etc.)

Research Help

Find resources through [Library Search](#), the [online databases](#), or your [program guide](#). Visit the [Ask a Librarian FAQ site](#) to contact librarians, explore the [Research Skills Tutorial](#) or learn to [Cite Sources](#).

Technology Help

Get technical assistance by calling the Student Help Desk at (920) 498-6900 or 1-866-235-5037.

Learn more about the technology skills needed to be successful at NWTC (such as sending email, using software for assignments, submitting online work, and using test monitors) by watching the [Technology 101 video series](#) or visiting the [Ask a Librarian FAQ site](#).

Find out how to [Download Office 365 for Free](#) and access [Off-Campus Software](#). Learn how to [borrow equipment from NWTC](#).

Appropriate Use of Technology in Class: Use of cell phones, iPods, and other irrelevant electronic devices (including ear buds) are ***not*** permitted in the classroom. Please set cell phones in silent mode. Texting is ***not*** allowed during class time. Students caught using electronic devices without permission **will be dropped one whole grade value**. Please be careful with Social Media keeping in mind all students must feel safe and supported.

Campus Closure Day(s) Procedure: In the event of campus or center closings, timely notification of 6:00 a.m. (day classes) and 3:00 p.m. (evening classes) will be given to designated media. Notification will also be sent out via the [RAVE](#) alert system and will be posted on the NWTC Website and the NWTC Facebook page as closings occur.

Instructor will advise any necessary makeup work/days.

Syllabus Changes: Instructors retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues. Students will be informed as soon as a change is made. A current copy of the course syllabus will be maintained by the division office.

Student Responsibilities:

As a NWTC student, you are expected to:

- Follow the policies of the College as outlined by the [Student Handbook](#) (noted above in Rights & Responsibilities section) and of the Instructor as outlined in the course syllabus.
- Monitor and use your NWTC Student Email account. Email is the official mode of communication at NWTC.
- Make an honest attempt to use correct English grammar and punctuation in all written communications.
- Utilize *Starfish* in Blackboard to monitor your course success, to communicate with instructors, and to connect with college services.
- Follow the due dates established in the Course Calendar (found at the end of this document) and posted in the electronic calendar in Blackboard.
- Keep your contact information up to date in [RAVE](#) to ensure that you receive prompt notification in the event of a college closure.

Grading Policy:

- Grades will be computed by compiled test and quiz grades, and modeling responsible behavior rubric. Attendance is imperative as demonstrations and practice labs build accumulative skills and many times cannot be repeated.
- Assignments turned in after the due date will have points deducted. A time to make-up the missed test must be arranged the next day that school is attended (*this is your responsibility*), or five points will automatically be deducted from the test score. Students with an un-excused absence on test days will not be allowed to make up tests and will result as a zero grade.
- It will be the responsibility of the student to get notes from fellow classmates and to make arrangements for makeup tests. Daily quizzes will not be available to make up.

Assignments - EnergyU course tests and Weekly Quizzes must be submitted on the due date by 8:00 pm.

If not completed by the due date and time it will result in a zero grade.

Grading Components

Lecture Component 100% of Grade	Points Earned		Points Possible		Weighted Percent		Grade
Weekly Quizzes		/	50	x	20	=	
EnergyU Online Course - Tests		/	400	x	20		
Weeks 1-4 Test		/	100	x	18	=	
Safety Final 1,2, and 3		/	100	x	22	=	
General Safety Presentations		/	100	x	10	=	
Electrical Accident/Near Miss Presentation		/	100	x	5	=	
Modeling Responsible Behavior		/	90	x	5	=	
Lecture Totals		/	940	x	100%	=	

Final Grade Scale:

A = 93 – 100 B = 85 – 92 *C = 75 – 84 D = 67 – 74 F = 0 - 66

* C is the minimum passing grade for this class.

Course Calendar: Line Electrician Safety 3

Week 1 (Jan 17th – Jan 19th)

Jan 17th = Course Syllabus Review

= Video - Ensuring a Culture of Safety 24min

Jan 18th = Electric Burns Power Point - Blackboard

Jan 19th = Review - Heart Saver First Aid book

= EnergyU: 11005 Blood Borne Pathogens

= Week 1 Quiz

= APPA Safety Manual: Electric Utility Operations - Section 508

Week 2 (Jan 23rd – Jan 26th)

Jan 23rd = Tree Trimming Videos – Blackboard

Jan 24th = Arc Rated Clothing w/Bulwark (12:15 – 1:15)

Jan 25th = EnergyU: 12106 Customer Contact

Jan 26th = Tree Trimming Videos - Blackboard

= Week 2 Quiz

Week 3 (Jan 30th – Feb 2nd)

Jan 30th = NWTC Substation Safety video

Jan 31st = T&D PowerSkills Workbook in Blackboard: TDA20 Safety in Substations and Switchyards

Feb 1st = Presentation on Substation

Feb 2nd = APPA Safety Manual: Health Environmental Control - Section 207

= APPA Safety Manual: Chemical Physical Hazard Control – Sections 303, 305 and 308

= Week 3 Quiz

Week 4 (Feb 6th – Feb 9th)

Feb 6th = T&D PowerSkills Workbook in Blackboard: TDA19 Safety in Meter Work

Feb 7th = EnergyU: 11003 Hazardous Materials

Feb 8th = Videos - Blackboard – 18.7 Minutes

Feb 9th = Energy U: 11004 Hazmat Emergency Response

= Fire Extinguisher Power Point - Blackboard

Week 5 (Feb 13th – Feb 16th)

Feb 13th = Weeks 1-4 Test

= Assign - **Close Call/Near Miss Presentations (Due Feb 20th)**

Feb 14th = APPA Safety Manual: Health Environmental Control - Section 202

= APPA Safety Manual: Electric Utility Operations - Section 507.4 and 507.5

Feb 15th = T&D PowerSkills Workbook in Blackboard: TDD02 Transmission Line Safety

Feb 16th = T&D PowerSkills Workbook in Blackboard: TDD03 Climbing Steel Poles & Towers

= Week 5 Quiz

Week 6 (Feb 20th – Feb 23rd)

Feb 20th = Close Call/Near Miss Presentations

Feb 21st = Close Call/Near Miss Presentations

Feb 22nd = Close Call/Near Miss Presentations

= T&D PowerSkills Workbook in Blackboard: TDD08 Transmission Line Repair

(Bare-Handed Method)

Feb 23rd = Assign - **General Safety Talks/Presentations workday** (Due March 1st)

Week 7 (Feb 27th – March 2nd)

Feb 27th = APPA Safety Manual: Chemical Physical Hazard Control – Sections 309, 310, and 311

=**General Safety Talks/Presentations work day**

Feb 28th = APPA Safety Manual: Electric Utility Operations - Sections 510.1 and 510.5

= **General Safety Talks/Presentations**

March 1st = **General Safety Talks/Presentations**

March 2st = **General Safety Talks/Presentations**

= Week 7 Quiz

Week 8 (March 6th – March 9th)

March 6th = **General Safety Talks/Presentations**

March 7th = **General Safety Talks/Presentations**

March 8th = **General Review**

March 9th = **General Review**

Week 9(March 13th)

March 13th = Safety Final 3, 2, and 1

<u>Quiz Dates:</u>	<u>EnergyU Online Course Test Dates:</u>
Week 1: Week 1 Quiz – Jan 19 th	Week 1: Jan 19 th - 11005 Blood Borne Pathogens
Week 2: Week 2 Quiz – Jan 26 th	Week 2: Jan 25 th - 12106 Customer Contact
Week 3: Week 3 Quiz – Feb 2 nd	Week 4: Feb 7 th - 11003 Hazardous Materials
Week 5: Week 5 Quiz – Feb 16 th	Week 4: Feb 9 th - 11004 Hazmat Emergency Response
Week 7: Week 7 Quiz – March 2 nd	
<u>Test Dates:</u>	<u>Presentations Assignment Due Dates:</u>
Week 5: Weeks 1-4 Test – Feb 13 th	Week 6: Feb 20 th - Close Call/Near Miss
Week 9: Safety Final 3, 2, and 1- Final Test – March 13 th	Week 7: Feb 28 th - General Safety Talks

NORTHEAST WISCONSIN TECHNICAL COLLEGE

ELECTRICAL POWER PROGRAM

MODELING RESPONSIBLE BEHAVIOR RUBRIC

Modeling Responsible Behavior Grades

- 5% of grade in Safety Courses
- 5% of grade in Construction Standards Course
- 15% of grade in Field Training Courses

The Modeling Responsible Behavior Rubric is based on 3 different components: Promptness, Participation, and Professionalism. The criteria for evaluation may be different from one course to another; however you will be evaluated on the same components and in all your courses, each time your class meets. You will obtain either a 0 or a 1 in each component. The total possible points available are dependent on the number of times the class meets.

(Criteria)	Behavior	Points	Available
Promptness:	<ul style="list-style-type: none"> • <i>Demonstrates personal accountability</i> Present and on time Prepared and alert, mentally and physically Present for entire session 		1
Participation:	<ul style="list-style-type: none"> • <i>Thinks critically and creatively</i> Shares experiences applicable to current content • <i>Value individual differences and abilities</i> Doesn't interrupt or distract other students, verbally or non-verbally • <i>Work cooperatively and professionally</i> Displays eagerness for learning/experiences • <i>Communicate effectively</i> Asks appropriate questions Positive mannerisms-No negativity Does not monopolize class discussion Contributes appropriately with relevant information Uses proper communication, language, pronunciations, Grammar, spelling, etc... • <i>Solve problems effectively</i> Offers answers, Offers opinion Completes lab projects with minimal guidance 		1
Professionalism:	<ul style="list-style-type: none"> • <i>Demonstrates personal accountability</i> Cell phones and pagers are off during class, lab and field trips Complies with all NWTC Code of Conduct policies • <i>Demonstrates community and global accountability</i> Courteous and respectful to all, verbally and/or non-verbally, without bias or discrimination Recognize personal responsibility in making decisions that utilize resources in a sustainable manner 		1