Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Fall 2019

HVLP 1121 INTRODUCTION TO HIGH VOLTAGE LINEMAN PROGRAM – CRN - 60224
High Voltage industry career opportunities, including salary information, placement requirements, current trends, research on companies and the physical, mental and social needs in the high voltage industry are covered. Topics related to being successful in college and a career cornerstone experience that emphasizes networking with professionals and student organizations are included.

Course Purpose:
To introduce the students to the High Voltage industry and to communicate the Lineman program requirements.

Type of Course: Theory
Credit Hours: 1; Total clock hours of theory per semester: 15.
Class Length: 1st half
Class Days and Times: Tue. & Thur. 11:30 AM to 12:25 PM
Prerequisites: None
Instructor Name: Mike Stacy   Instructor Phone: (918) 293-4745
Office: Bldg. 600 and Room #107   Instructor Email: mike.stacy@okstate.edu
Contact: My preferred method of contact is email or phone. Please allow 24-48 hours to return your correspondence during the normal work week.
Instructor's Office Hours:
09:00 am – 02:30 pm M, T, W, R, and F, except when checking on interns. Suggest call ahead.

School Name: Engineering & Construction Technologies   School Main Phone: 918-293-4742

Required Text, References, and Materials
Texts: None
References: None

Materials: notebooks, writing utensils, project supplies, data storage devices, tools, etc.
Uniform/Tools: None
Estimated Cost for Materials: $ 60
Estimated Cost for Uniform/Tools: N/A
Updated: August 2019   Face-to-Face
Optional Resources: N/A

Upon completion of the course, students should:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment of Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore different aspects of High Voltage industry</td>
<td>Observation assessment</td>
</tr>
<tr>
<td>Career exploration</td>
<td>Observation assessment</td>
</tr>
<tr>
<td>Time management</td>
<td>Observation assessment</td>
</tr>
<tr>
<td>Money management</td>
<td>Observation assessment</td>
</tr>
<tr>
<td>Safety, Learn about safety first</td>
<td>Observation assessment</td>
</tr>
</tbody>
</table>

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

**Course Activities**

In this course students will:

- Participate in class discussions of readings...
- View videos that depict the various concepts.
- Participate in in-class activities
- Make group and individual activities

**Evaluation - Grades will be based on the quality and completion of these tasks:**

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*The student’s grade for this assignment will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.
Recommended Student Competencies/Skills
Must be able to do assignments on computer. **No hand written assignments will be accepted.**

Authorized Tools
N/A

Examples: Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

Late Work
All assignments **must** be turned in by the due date specified with each assignment. **Late work is not accepted.** Be sure all assignments are completed uploaded/turned in by the deadline of the assigned due date to receive credit. It is up to the student to plan his or her time so assignments will be submitted on time--this includes planning for technical difficulties such as problems with the computer, Internet Service Provider, Cengage, or Canvas. If the student waits until near the deadline and does experience such difficulties, the work is **late and will receive a zero.** The most successful students are those who regularly set aside a time to devote to their class each week. There **will not** be extra credit in this course, so it is important to keep up with all due dates. In addition, there will be no makeup exams. If a student misses an exam, it will result in a **zero** for that exam. It is the “Students Responsibility” to check their email daily. Campus emails send alerts, student financial information, school closings, and campus events. In addition, teacher correspondence.

It is recommended you not wait until the due date to try to rush through one or more assignments, projects, quizzes, or exams as the deadline is approaching. **The due date is not the day you should first attempt an assignment or a week’s worth of assignments; it is the last possible time you will be allowed to submit your assignment(s).** Plan ahead/work ahead--this will give you some flexibility when “life” occurs (sick child, forgot about assignment, family crisis, called in at work, holidays, etc.). If you choose not to work ahead, when “life” happens, you will get a zero on the assignment because you missed the due date and time.

Testing
N/A

Other Lab and Classroom Policies
**NO CELL PHONES TO BE USED DURING CLASS TIME.** All reports **MUST** be turned in on specified dates. Late reports will not be accepted! **No Pole Yard activities allowed (no pole climbing or operation of school vehicles) unless OSUIT High Voltage Lineman Faculty is onsite.**

Syllabus Attachment
View the Syllabus Attachment, which contains other important information, by visiting [https://osuit.edu/center/files/19-20-syllabus-attachment.pdf](https://osuit.edu/center/files/19-20-syllabus-attachment.pdf)
## Course Schedule

<table>
<thead>
<tr>
<th>Course Outline Schedule</th>
<th>Topic</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course syllabus and requirements, Business cards for phone numbers. Class objectives, Hand Developing a budget.</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Week 2</td>
<td>Developing a budget, Go over budgets, do a Five year plan</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Week 3</td>
<td>Go over five-year plan. Physical, Mental and social needs in our industry. Hand out Career opportunities,</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Week 4</td>
<td>Career opportunities, (Geographical areas) Job salaries, what you need to get there. Placement requirements, Current trends in High Voltage Business.</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Week 5</td>
<td>Companies we work with at OSUIT and companies students would like to go to work for. (Initiative apple exercise) go over internships.(test on internships).</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Week 6</td>
<td>How to be successful in school and the workplace. Initiative. When &amp; how to send in intern reports and Evaluations.</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Week 7</td>
<td>The different states you could be working in and how that could benefit you in the future. Cost of living in different areas. 1st impressions, 2nd impressions and lasting impressions.</td>
<td>Project</td>
<td>Next Class</td>
</tr>
<tr>
<td>Class Ends</td>
<td>Making a name for yourself; good or bad. Showing respect, improving relationship with supervisor. Building a resume. Internship test.</td>
<td>Project</td>
<td>Next Class</td>
</tr>
</tbody>
</table>

*Schedule subject to change at instructor discretion.*