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

HVLP 2416 HIGH VOLTAGE INTERNSHIP III – CRN - 60237
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work with different types of companies and with various types of material and equipment.

Course Purpose: To experience real life on job training.
Type of Course: Lab
Credit Hours: 6; Total clock hours of theory per semester: 270.
Class Length: 1st Half
Class Days and Times: Companies prerogative
Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and current CDL
Instructor Name: Mike Stacy
Office: Bldg. 600 and Room #107
Instructor Phone: (918) 293-4745
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: None
Estimated Cost for Uniform/Tools: N/A
Optional Resources: N/A
Upon completion of the course, students should:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment of Objectives</th>
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</thead>
<tbody>
<tr>
<td>Learn all Safety Practices</td>
<td>Weekly and Supervisor report reports.</td>
</tr>
<tr>
<td>Work safely with others</td>
<td>Weekly and Supervisor report reports.</td>
</tr>
<tr>
<td>Glasses and rubber goods where applicable. Wear all appropriate gear while working (Hard hat, gloves, glasses and rubber goods where applicable.)</td>
<td>Weekly and Supervisor report reports.</td>
</tr>
<tr>
<td>Learn proper use of High Voltage tools and procedures by observing Linemen at work.</td>
<td>Weekly and Supervisor report reports.</td>
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</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:

- Work as Ground Hand
- Be able to Climb if Necessary
- Frame Poles
- Work with line crews
- Be at work on Time Every Day
- Send all required reports in on time

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

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<table>
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<tbody>
<tr>
<td>Company Evaluation</td>
<td>60%</td>
</tr>
<tr>
<td>Weekly Reports</td>
<td>40%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</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

<table>
<thead>
<tr>
<th>Course Outline Schedule</th>
<th>Topic</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day/Week 1</td>
<td>Report Weekly</td>
<td><em>Weekly Report</em></td>
<td>Refer to drop box dates.</td>
</tr>
<tr>
<td>Begin: 09/04/2019</td>
<td></td>
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</tr>
<tr>
<td>Day/Week 3</td>
<td>Report Weekly</td>
<td><em>Weekly Report</em></td>
<td>Refer to drop box dates.</td>
</tr>
<tr>
<td>Day/Week 5</td>
<td>Report Weekly</td>
<td><em>Weekly Report</em></td>
<td>Refer to drop box dates.</td>
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<tr>
<td>End: 10/18/2019</td>
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<tr>
<td>Start back 10/24/2019</td>
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*Schedule subject to change at instructor discretion & inclement weather.*