



# Disclosure

## Transportation Technologies

### Heavy Duty Diesel Technician Program

### West Valley Training Center (WVTC)

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#### Mission Statement

The Salt Lake • Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults, which meets the needs of Utah employers.

#### Introduction:

It is the intent of the Heavy Duty Diesel Technician Program to help prepare students to become heavy duty diesel technicians with the skills employers require. This program is taught in an open-entry, open-exit format. This means that students can start most programs any Monday and progress as quickly as they can through the courses while demonstrating mastery of the skills required. The instructor will not be lecturing the entire class at one time as students will be in different courses. However, the instructor is available to help them whenever they need assistance as this develops skills in critical thinking and problem solving. These skills are very important. Self-motivation is also a key skill in this program as students are in charge of setting their own deadlines as they work to maintain adequate progress through the program.

Each course has a syllabus. Students must read through the entire syllabus for each of the courses in which they are enrolled as they are accountable to understand the information and comply with the rules and procedures. Each syllabus lists the materials that are required for the class. It is very important that you purchase all the required textbooks, workbooks and student packets before attending class for the first time.

#### Description:

A heavy duty diesel technician services and maintains all types of heavy duty diesel equipment. Technicians must be able to learn and keep up with new advances in technology within the heavy duty diesel equipment industry. This program prepares students to acquire the basic skills to diagnose and repair mechanical systems. The students are trained to:

- Understand, diagnose and repair computer-controlled electronic and electrical systems on most types of heavy duty diesel trucks.
- Diagnose and repair all truck systems in a hands-on, shop environment.
- Become familiar with engine operation theory, heavy duty air and hydraulic brake systems, ABS and non-ABS braking systems, fuel injection systems, suspension and steering systems, tire and wheel management systems, drive train components including: universal joints, axles, drive shafts and clutches; HVAC, and basic hydraulics.

Employment in the heavy duty diesel technology area offers a life-long career in a growing field.

**Certification and Proficiencies:**

Students can receive a **Certificate of Completion** upon completion of the following courses:

Required Courses	Hours
Safety and Shop Skills*	60
Preventative Maintenance	90
Drive Train	90
Heavy Duty Brakes	180
Suspension and Steering	120
Electrical/Electronic Systems	90
Hydraulics I	60
Heavy Duty HVAC	120
Diesel Engines	210
Math I	60
Computer Literacy	90
Workplace Relations	60
Job Seeking Skills	30
<b>Total</b>	<b>1,200</b>

\*Students must pass the safety portion of this course with a score of 100% before being allowed in the shop. Students can earn a Certificate of Skill Competence in each individual course, if desired.

**Program Goals:**

- Prepare students for employment opportunities in the heavy duty diesel industry
- Provide quality instruction, equipment, curriculum, and facilities
- Encourage the development of critical thinking and problem solving skills
- Develop responsible graduates by structuring our programs to model a “real world” professional environment
- Provide our community employer partners with graduates that meet or exceed their requirements and expectations

### Classroom supplies:

Required textbooks, workbooks and student course packets are available for purchase at each campus. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class.

### Classroom and Shop Conduct

- Students on medications that impair their ability to safely operate tools and machinery may not participate in these shop activities.
- Come to class prepared to work and learn.
- Stay on task
- Follow SLTATC's policies (available on the website at [www.sltatc.edu](http://www.sltatc.edu))
- Follow the safety procedures and rules. (Students must pass the safety test with 100% accuracy before they start working in the shop)
- During shop activities hair must be restrained to prevent its being entangled in tools or machinery.
- Respect the rights and property of others
- Practice the Care and Use standards while using shop and classroom equipment
- Use appropriate language and behavior
- No food or drink allowed in the training areas

### Shop Clean-up:

- Students will clean up their shop area at the end of each shop session.
- The instructor will announce the clean up at least 15 minutes before the end of the students' shop session.
- Students will stop what they are doing and immediately start cleaning up.
- When students have a spill or debris on the floor, they should start to clean up early to finish on time.
- Students **must not** sweep dirt or debris into any drains on the floor or outdoors. They must collect it and place it in the trash containers.
- Students **must not** wash oils, antifreeze, solvents, or other hazardous liquids down any drains. Liquid spills must be cleaned up with the proper methods and disposed of correctly. For more information on any chemicals students are likely to encounter, consult the Material Safety Data Sheets (MSDS) binder in the classroom.
- Students may be assigned to areas of the shop to check for cleanliness and to clean equipment, benches and to sweep the floors as necessary.
- Students must not leave class until their work area in the shop is clean, all the tools cleaned and returned to their proper place, and the instructor has inspected the work area.
- Students are not to leave the shop area until all the tools are accounted for.
- There will be clean-up days for the entire class to clean the shop when necessary at the instructor's discretion.

### Evaluation:

Students generally receive a passing score when they achieve mastery of 80% of the theory of the program and 100% of the hands-on and laboratory skill sets. If students do not pass the first time they may review the course material and re-take the test as outlined in the testing procedure section below. As each module (small sections of the course that take approximately ten hours to complete) is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Student Information System (SIS) to assist the student and instructor in managing satisfactory progress. High school students requiring a letter grade are provided recommendations based on the following scale:

A = 93% - 100%  
A- = 90% - 92%  
B+ = 86% - 89%  
B = 83% - 85%  
B- = 80% - 82%

Examinations on the text materials are taken on the classroom computers and may consist of multiple-choice, matching, yes/no, true/false, fill in the blank. Shop skills will be demonstrated to the instructor as they are mastered by the student. Testing for shop skills may consist of hands-on demonstrations and written tests.

It is the student's responsibility to notify the instructor each time a module has been completed. The student must submit the module completion sheet which contains the following information: **student name, course name, module letter and score**. The instructor will record the score in the SIS once the required score and the correct documentation has been submitted.

### **Challenging a Course:**

Students may arrange a time with the instructor to challenge a course. Students challenging a course must obtain a score of 80% mastery the first time they take the examination. Students will be allowed to test out of a maximum of 2/3 of the total hours of a program.

### **Satisfactory Progress:**

Students are required to maintain satisfactory progress as they move through their training program. Satisfactory progress means that students must master competencies in no more than one and one-half times the standard completion time. Students who fail to maintain satisfactory progress will be required to meet with a student advisor to develop a plan to correct the situation. Ongoing failure to maintain satisfactory progress may result in disciplinary action.

### **Attendance:**

The best way to insure satisfactory progress is for students to attend on time as scheduled. Students who are aware that they are going to be absent for more than 10 consecutive days, should contact Student Services to avoid paying additional tuition fees.

Schedules may be changed by contacting Student Services, provided availability exists. Schedules may be changed twice with no charge. Subsequent schedule changes carry a \$5.00 fee.

Students whose training is sponsored by a person or an agency that require progress and/or attendance reports must make arrangements with Student Services.

### **Citizenship (High School Students):**

Citizenship policies for high school students apply for students who are enrolled for graduation credit. Grades for citizenship will be recommended according to the following:

- Eight absences in any one term will constitute a "U" in citizenship
- Two trancies in any one term will constitute a "U" in citizenship
- Three tardies in any one term will constitute an "N" in citizenship
- Four unexcused tardies in any one term will constitute a "U" in citizenship
- Five unexcused tardies in any one term will be considered as one unexcused absence
- Eight total tardies (excused or unexcused) in any one term will constitute a "U" in citizenship
- Cheating of any kind will result in a "U"

### **Professionalism:**

The Heavy Duty Diesel Technician program is conducted as if it were the students' employment. Therefore, it is expected that students attend regularly and on time; follow rules and processes; remain respectful of coworkers and supervisors (students and instructors) and dress appropriately for the occupation. Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for this profession. Students exhibiting behaviors that inhibit learning in the program will be subject to disciplinary actions. It is expected that the students will: **be on time, work while in class and the laboratory and stay until the students' scheduled class time is over.**

### **Computer Use:**

Students must adhere to the Computer Resources Acceptable Use Policy that is signed during the orientation. Be sure you:

- Use the internet appropriately
- Do not use streaming audio over the internet
- Do not attempt to "hack" the computers
- Do not violate copyright laws
- Use the equipment appropriately to prevent damage
- Do not use the printers for personal use without permission from the instructor
- Always leave the computers on, making sure to log off when finished
- No food or drinks

### **Cheating/Stealing**

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the program and law enforcement action.

### **Cellular Phone Usage**

Cellular phones will be turned to the silent mode. If the phone does not have a silent option then it must be turned off while in class. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones must be off during examinations.

## **Due Process**

The college shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the college. The procedures for due process are contained on college website at: [www.sltatc.org](http://www.sltatc.org).

## **Grievances**

Eligible grievances are those which occurred while a student was officially enrolled at the SLTATC. The complete grievance policy may be found on the college website at: [www.sltatc.org](http://www.sltatc.org). Students wishing to discuss a concern should, if feasible, address this with the instructor. If this is not possible, students are encouraged to address a concern with the program manager (see contact information on the first page). This process allows students to practice real world chain-of-command communication.

## **Termination**

Termination will be for a period of 10 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll in the Heavy Duty Diesel Technician program.

## **Persons with a Disability**

If a student has a disability that will likely require some accommodation by the instructor, the student must document the disability with the Student Services Office and must contact the instructor as early as possible. All requests for special considerations relating to teaching methods, examinations, etc., must be discussed with the instructor and supported by the student's eligibility for services.

## **Testing Procedures for the Heavy Duty Diesel Technician Program**

1. Students will use computers supplied in the classroom for testing. Instructions for using the Blackboard program for both testing and viewing Power Point presentations are provided next to the computers.
2. To maintain the integrity of the tests, all other functions of the computer (like printing or surfing) will be automatically disabled during the testing process.
3. Results of the test will be automatically sent to the instructor's computer. At the end of each course, the instructor will review all the test scores to confirm an 80% score or higher.
4. In the event a student fails a test he/she must wait until the next business day to retake that test.
5. If a student fails two consecutive tests, he/she must repeat the course material and contact the instructor.

**Signature Pages for Disclosure** (Both pages are signed by student. One copy must be provided to Student Services by instructor.)

1. **Introductions**

- I have met the instructor in this program
- They have explained that they are there to help me through the program and that no question is too simple to ask
- I have been introduced to students who will be studying during the same time as my schedule.

2. **Disclosure Review**

- My instructor has reviewed all the sections in the disclosure with me.

3. **Syllabus Review**

- I have received a copy of the syllabus for the course in which I am enrolled.
- I understand the requirements for adequate progress and attendance
- I understand the open entry/open exit system and that I must set goals for attendance and study to be successful in this program.

4. **SIS System**

- I understand that I must log into Galaxy attendance system at the top of every hour to maintain a good attendance record.
- I understand that I must maintain a 67% progress rate to remain in good standing.
- I understand that I must maintain at least a 80% score on all my assignments and tests to move on to new material
- I understand that good attendance will contribute to good progress.

5. **Safety Review**

- I have reviewed the classroom emergency procedure booklet and understand the evacuation route, assembly point and procedures
- The instructor has explained where the first aid kits, flashlight and fire extinguishers are located.

6. **Student Concerns**

- I have received a copy of the process for student concerns as contained in the Disclosure
- I understand how a chain of command operated in business and at the college and that I must resolve my concerns starting at the lowest level when feasible.
- I understand that this program's environment in the classroom and shop have been designed to replicate the workplace and that the instructor is similar to an employer. I understand that I should work through my concerns with my "employer"/instructor but that I have the option of bypassing the instructor to meet with the program manager
- I understand that I can file an informal or formal complaint with Student Services at any time.

7. **Classroom Environment**

- The instructor has explained the guidelines for classroom and shop conduct as outlined in the Disclosure
- I understand the importance of staying on task and respecting the rights and property of my fellow students, and the college staff.

8. **Training Plan**

- I understand that I can receive a Certificate of Skills Competence at the completion of each course. I also understand that I can receive a Certificate Completion when I successfully complete the program.
- I understand that I can work with the college Placement Specialist to assess the job market upon completion of the program.

9. **Course Evaluation**

- The instructor has explained the importance of evaluating each course as I complete them
- I know that the computer that has the evaluation program is in the multi-purpose room and that I must ask the Student Services representative to enable the program
- I understand that this is my opportunity to evaluate the instructor, facilities, curriculum materials and overall program anomalously.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course/program and that the instructor has emphasized the areas checked above.

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(Printed Name of Student)

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(Student Signature/Date)

If Student is under 18 years old a parent signature and date is required below.

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- They have explained that they are there to help me through the program and that no question is too simple to ask
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**11. Disclosure Review**

- My instructor has reviewed all the sections in the disclosure with me.

**12. Syllabus Review**

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**14. Safety Review**

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**16. Classroom Environment**

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- I understand the importance of staying on task and respecting the rights and property of my fellow students, and the college staff.

**17. Training Plan**

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