

Texas Southmost College



Student Policy Handbook 2016

Commercial and Residential Electrician



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Commercial and Residential Electrician Program Helpful Phone Numbers

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A Message to the Students

Welcome to the Texas Southmost College **Commercial and Residential Electrician Program**.

This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services.

The **Commercial and Residential Electrician Program Student Handbook** pertains to students that have been admitted to that program and is a supplement to the Texas Southmost College Student Handbook. The Vice-President of instruction and student services is the chief administrator for academic/non-academic policies and procedures,

It is through the spirit of cooperation and communication that students and faculty members share a common goal of learning. In this profession, competence is developed through diligence, determination and patience in the practicum environment as well as the classroom.

The Degree Plan for Commercial and Residential Electrician has been designed to provide the student with a well-rounded curriculum.

Please remember that you, the student, are the most important asset of this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the Advisory Committee of this program or directly to the Program Faculty.

Non-Discrimination Statement

Texas Southmost College Commercial and Residential Electrician Program is non-discriminatory concerning race, creed, color, sex, age, handicap, and national origin.

Texas Southmost College Commercial and Residential Electrician Program further delineates Section 504 of the Rehabilitation Act of 1973, as amended:

No otherwise qualified handicapped individual in the United States as defined in Section 7(6), shall, solely by reason of his handicap be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal assistance.



Technical Standards (Essential Functions)

A Commercial and Residential Electrician student must possess motor and visual skills that would enable him/her to meet program objectives and perform job duties required in the profession. Specifically, the students:

1. Must have the ability to climb ladders ranging from 4ft – 8ft.
2. Have the ability to lift and move at least 30 pounds.

Required Equipment

A Commercial and Residential Electrician student will need the following items:

1. E Text / Book
2. Notebook (note taking)
3. Pens/ Pencils
4. Laptop
5. Class uniform
6. Safety Shoes (preferred steel toe)
7. Clear safety Glasses
8. Working gloves
9. 25ft measuring tape

Mission of the Institution

The mission of Texas Southmost College (TSC) is to transform our communities through innovative learning opportunities.

Role and Scope

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.
- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to



promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.

- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

Mission of the Program

Consistent with the mission of Texas Southmost College the faculty of the Commercial and Residential Electrician program is committed to provide high quality, accessible and affordable education tailoring the needs of the community.

Philosophy

Consistent with the college's values, the Commercial and Residential Electrician program is dedicated to integrity, access, service, excellences, innovation, and success.

Program Outcomes (Goals)

- Goal1** - Demonstrate ability to understand requirements of the National Electrical Code in all wiring installations.
- Goal2** - Understand and apply knowledge in layout, assembly, installation, and troubleshooting of fixtures, devices, services, heating systems, pumps, motors, and motor controls used in residential, commercial, and some industrial locations.
- Goal3** - Understand and apply knowledge of electrical theory and techniques of the trade, including blueprint reading, wiring, pipe bending, motor control, switching, power circuits and lockout/tag out procedures.



Commercial and Residential Electrician Program Description

The mission of the Commercial and Residential Electrician program is to provide opportunities for individuals to develop competencies essential for lifelong learning and a career in workforce programs leading to an AAS degree. The Commercial and Residential Electrician Program was designed by the department working in close collaboration with business and industry to satisfy a need for timely and effective workforce. The department offers an AAS degree consisting of coherent sequence of course designed to prepare students for employment.

Qualifications for Applicants

Students are selected for the program after meeting minimum criteria. To qualify for admission the applicant must complete the following:

1. Be admitted to or complete an application to Texas Southmost College.
2. Submit a completed Career and Technical Education Application for Admission
3. Submit transcripts from any colleges attended/ high school transcripts
4. Two letters of recommendation

Course Schedules

At the beginning of each semester, Students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Since a tremendous amount of information is discussed in all courses, Students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the Student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform Students of the changes as soon as is possible. Special classes meeting days, when applicable, are identified in the syllabus.

Institutional Accreditation

Texas Southmost College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Texas Higher Education Coordinating Board, Texas College and University System, and the Texas Education Agency approve TSC course offerings.



Course Fees

Please refer to the current schedule of fees as presented by the Office of the Registrar.

Student Records

The current Commercial and Residential Electrician Student records are maintained in the Coordinator of Program Outreach and Success office in accordance with Family Educational Rights and Privacy Act (FERPA) guidelines. These files include student personal information, admission documentation, application, transcripts, certification history, practicum and classroom education data. These documents are secured and may be reviewed by making arrangements with the Coordinator of Program Outreach and Success.

Student Work Policy

As in all Career and Technical Education Programs at Texas Southmost College, working full-time while enrolled in a program is difficult and not recommended since work schedules generally conflict with class and or/practicum rotations. Should a student be employed in any facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities. Additionally, should a student be employed by a facility where practicum rotation is normally conducted, they may not use “employer time” to substitute for program practicum requirements.

Behavioral Conduct

TSC Commercial and Residential Electrician students representing Texas Southmost College will be expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. The College assumes that student eligible to perform at the College level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit (See TSC Student Handbook Discipline Code/Sanctions).

Academic and Practicum Dishonesty

“An academically dishonest act intentionally violates the community of trust upon which the pursuit of truth is based”. For Commercial and Residential Electrician providers, academic and practicum dishonesty violate the standards of moral and ethical conduct established by our



profession. The following illustrate specific acts of academic dishonesty. It is not intended to be all-inclusive.

1. **Any use of external assistance during an exam unless permitted by the instructor.**
Examples include:
 - a. Communicating in any way with another Student during the exam
 - b. Copying material from another Student's exam.
 - c. Allowing another Student to copy from your exam.
 - d. Using unauthorized notes, calculators, or other devices.
2. **Any intentional falsification or invention of data or information in an academic or practicum exercise.**
 - a. Submitting materials as your own when someone else completed or created the work.
 - b. Communicating false, altered, or incomplete information.
3. **"Plagiarism is the appropriation and subsequent passing off of another's ideas and words as one's own."** If a Student intends to use the words or ideas of another, he/she must provide an acknowledgement of the original source using a recognized referencing practice. Any inference that such words or ideas are those of the Student is considered plagiarism. *Cases of Academic Dishonesty may be handled internally by the School or referred to the Dean of Students.

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of Commercial and Residential Electrician Program courses. Although instructors strive to establish an informal classroom environment, Students must conduct themselves in a manner that continues to facilitate learning. Students may have fun in the classroom while also learning.

However, Students are expected to:

1. Come to class prepared for the scheduled subject or activities,
2. Behave in a manner that does not interrupt classroom or laboratory activities.
Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.
3. Ensure that cellular telephones, radios and pagers do not disrupt the classroom or laboratory activities. Students are expected to ensure that the activation of these devices does not disrupt classroom, laboratory, or clinical activities.



Attendance

Students are encouraged to attend 100% of the scheduled class sessions; otherwise, it is the student's responsibility to acquire any missed information and schedule make-ups, where applicable. **A Student may be dropped from the course and Commercial and Residential Electrician Program for excessive absences. Excessive absences are defined as more than three absences with direct adverse impact to the student's grade.** Whether an absence will be excused will be left up to the discretion of the program instructor. A roster of class attendance will be kept. It is the policy of TSC Commercial and Residential Electrician Program to require Students to attend classes punctually and regularly so that the learning objectives of the course may be accomplished. **An absence is assessed each time the Student is not in attendance during a regularly scheduled period of instruction. The assessment does not depend on the cause for the absence, and applies to instructional, laboratory, and practicum sessions. In each semester, the assessment of absences begins the first day of class.**

Academic Assistance

The Commercial and Residential Electrician Program faculty and staff believe strongly in their responsibility to provide an environment in which Students may succeed. Faculty and staff members will gladly provide additional instruction/tutoring upon request. Please let your instructor know if you feel overwhelmed or if you are falling behind so that assistance may be offered to you.

Communicating With Instructors

Students having course questions or concerns are requested to address them to the primary instructor for the course. If the Student feels he/she has received an inadequate response, the Student should then address the question or concern to the Commercial and Residential Electrician Program Director. If this does not resolve the Student's concern, he/she should contact the Health Care, Career and Technical Dean.

If you have an important message to give to the Commercial and Residential Electrician Program faculty or staff, verbal communication may not be sufficient. Students may be advised by the faculty or staff to write a detailed and dated memo to the instructor. The Student may wish to have 2 copies. If desired, the instructor or staff member will sign both copies so that the Student may keep one for his/her records. Although this is infrequently required, it can prevent incidents of miscommunication.



Disciplinary Action

Students who show evidence of poor attitude, inappropriate conduct, and unwillingness to participate in class, labs or practicum may be subject to dismissal from the Commercial and Residential Electrician Program.

The following actions will result in disciplinary action:

1. Excessive absences or tardiness
2. Failure to adhere to the Commercial and Residential Electrician program's uniform policy
3. Attitude problem causing distraction to others or contrary to the Code of Conduct
4. Unsatisfactory affective behavior evaluations

The Student will be immediately dismissed from the Commercial and Residential Electrician Program for:

1. Drinking alcohol or being intoxicated while on "duty" (e.g. during practicum, class, or lab)
2. Use of mind-altering drugs or substances while on "duty" (e.g. during practicum, class, or lab)
3. Willful damage TSC or Commercial and Residential Electrician property
4. Sexual harassment or assault, which may include obscene jokes/gestures or inappropriate touching
5. Constant disruption of class or lab instruction

Grievance Procedure

Students having a grievance concerning an evaluation, instruction or dismissal from the program must first discuss the matter with the course's primary instructor. If you are not satisfied with the response of the instructor, you should contact the Commercial and Residential Electrician Program Director. Additional appeals should follow the TSC grievance procedures.

Student Conferences

Course Instructors are encouraged to schedule a mid-term and/or final Student conference with each Student. The primary objectives of the conference are to:

1. Instructor
 - a. Provide an overall evaluation of the Student's classroom and practicum performance,
 - b. Provide the Student with specific performance improvement recommendations,
 - c. Address Student concerns
2. Student
 - a. Discuss the overall evaluation of classroom and practicum performance,
 - b. Discuss methods of performance improvement and develop a plan for improvement (if necessary),
 - c. Communicate course performance concerns to the instructor.



Students are encouraged to request a meeting with the course instructor to discuss performance concerns and course questions regardless of the mid-term or final Student conferences. The Commercial and Residential Electrician program staff welcomes the Student's sincere interest in his/her course performance and will gladly assist the Student with these issues.

Liability Insurance

All students in the Commercial and Residential Electrician program are required to have professional liability insurance. This insurance is provided on a group basis and the cost for the professional liability insurance is included in the fees paid in which a practicum course is required. The cost of this insurance is **approximately** \$80.00 a year.

Grievance Policy

The intention of the student grievance policy procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the college intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC Undergraduate Catalog.

Probation Policy

Probation periods may be required of the Commercial and Residential Electrician Program student. Probation is a trial period in which the student must improve or be withdrawn from the program. At the discretion of the Commercial and Residential Electrician Program Director, a student may be placed on probation in the Commercial and Residential Electrician Program for any of the following:

1. Unsatisfactory performance in the classroom, laboratory and/or practicum
2. Unsatisfactory classroom lab and/or practicum attendance and punctuality
3. Inability to maintain physical and mental health necessary to function in the program.

Commercial and Residential Electrician Student Classroom/Lab

Commercial and Residential Electrician Program Lecture and Lab courses are taught at the ITEC campus. The classroom is located in the ITEC in room C-405. Specific times are published in the TSC course schedules.



Dismissal/Withdrawal/Readmission Policy

Dismissal

A student may be dismissed from the program for the following reason:

1. Failure to achieve a grade of a 70 or higher in any Commercial and Residential Electrician course
2. Failure to complete practicum competencies during any Commercial and Residential Electrician course
3. Inability to adhere to attendance policy
4. Unprofessional appearance or unsafe conduct in the practicum area, including but not limited to unsafe practicum performance (refer to "Criteria for Unsafe Practicum Performance")
5. Failure to comply with rules and regulations of the Program, Texas Southmost College, or any affiliating agency

The final decision for dismissal will be made by the Program Director after consultation with the faculty, student, and the Dean of Health Care, Career and Technical Education.

Withdrawal

A student who wishes to withdraw from the Program after registration must meet with the Commercial and Residential Electrician Program Director, notify the registrar and the office of the Vice President of Student Services, return all borrowed books and equipment, and clear all accounts. An exit interview will be conducted by the Program Director to assure proper advisement, documentation of student records and plans for readmission as appropriate.

Re-admission Policy

Students may be readmitted to the Commercial and Residential Electrician Program **once**. Students who have been dismissed for unsafe practicum practice are not eligible for readmission. Readmission is based on **SPACE AVAILABILITY** and on the student's compliance with conditions/requirements established by the Director and Admissions Committee. Requests for readmission are reviewed by the Admissions Committee. Students applying for readmission must:

1. Apply, in writing to the Admissions Committee, at least 90 days prior to the semester they wish to reenter.
2. Complete all courses in the Commercial and Residential Electrician Program



curriculum. If failure does occur, the Commercial and Residential Electrician Program will grant one re-admission, on a space availability basis.

3. Demonstrate compliance with recommendations made at the time of withdrawal from the program. Examples of recommendations may include audit or remediation in academic course work; audit or repeat of Commercial and Residential Electrician course(s) previously taken.



Commercial and Residential Electrician Course Descriptions

ELTN 1391 Special Topic in Electrician: Blueprint Reading

Course Description: Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

ELPT 1321 Introduction to Electrical Safety

Course Description: Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

ELPT 1345 Commercial Wiring

Course Description: Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

ELPT 1325 National Electrical Code I

Course Description: An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations. Prerequisite: ELPT 1321, ELPT 1345, ELTN 1391.

ELPT 1329 Residential Wiring

Course Description: Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Prerequisite: ELPT 1321, ELPT 1345, ELTN 1391.

ELPT 1320 Fundamentals of Electricity II

Course Description: Introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors. Prerequisite: ELPT 1321.

ELPT 1315 Electrical Calculations I

Course Description: Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry.

ELPT 1341 Motor control

Course Description: This course covers the operating principles of solid-state and conventional controls align with their practical applications, including braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations.

ELTN 1391 Special Topic in Electrician: Blueprint Reading

Course Description: Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

ELPT 1357 Industrial Wiring



Course Description: This course covers the wiring methods used for industrial installations, including motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

ELTN 1343 Electrical Troubleshooting

Course Description: Maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

ELPT 2319 Programmable Logic controllers I

Course Description: This course covers the fundamental concepts of programmable logic controllers, principles of operations, and numbering systems as applied to electrical controls. Prerequisites: ELPT 1320, ELPT 1315, ELPT 1341, ELTN 1391, ELPT 1357.

ELPT 2323 Transformers

Course Description: Transformer types, construction, connections, protection, grounding, and associated safety procedures are covered. Prerequisites: ELPT 1320, ELPT 1315, ELPT 1341, ELTN 1391, ELPT 1357.

ELPT 2325 National Electrical Code II

Course Description: In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations. Prerequisite: ELPT 1320, ELPT 1315, ELPT 1341, ELTN 1391, ELPT 1357.

ELPT 2335 Electrical Theory and Devices

Course Description: Electrical and electronic measuring devices and their applications to the use of electrical power. Includes calculating and balancing single-phase and three-phase systems. Prerequisite: ELPT 1320, ELPT 1315, ELPT 1341, ELTN 1391, ELPT 1357.



Course Competencies

- Basic shop safety and maintenance
- Proper usage of hand and power tools
- Proper usage of heavy machinery
- Daily housekeeping
- Reading a tape measure
- Usage of fractions and other electrical calculations
- Identify different kind of electrical materials
- Blue print reading
- Display proper conduit bending skills
- Display proper wiring methods
- Be able to perform proper threading of rigid conduit
- Display proper installation of electrical outlets
- Display proper installation of electrical switches
- Display proper installation of electrical lighting fixtures
- Display proper usage of electrical meters and testers
- Display proper usage and knowledge of National Electrical Code book
- Display proper usage and safety of step ladders

Course Substitution

Course substitutions for supportive requirements may be carried out only if the course to be substituted is equal or superior in content to the course that is required by the Commercial and Residential Electrician curriculum.

Course Policies and Procedures

Please read these policies and procedures very carefully. Each Student is required to sign a Student contract attesting to his/her agreement with these. The Commercial and Residential Electrician Program Faculty and staff strongly believe that the Student will be most successful if he/she completely understands these policies and procedures. Should a Student have any questions or concerns regarding a course policy, he/she should discuss them with the course's faculty instructor.



Rights and Responsibilities

It is our hope that this course will be rewarding and enjoyable. As a Student, you are investing a great deal of time and money into this course. Therefore, the Commercial and Residential Electrician Program staff will work with you in any way possible to see that your investment is worthwhile. However, much of what you will get from this course will depend on what you put into it. In order to ensure the best possible learning experience for you, each Student is assured the following rights. Of course, with these rights come additional responsibilities.

You have the right to know:

1. How grades for this course will be determined.
2. The course objectives.
5. The established policies and guidelines upon which you are expected to base your conduct.

Just as you have certain rights, so do you have certain responsibilities. You are obligated to:

1. Conduct yourself at all times in a manner, which is conducive to learning.
2. Abide by the program policies as outlined to you by the course faculty and staff including all TSC policies.
3. Actively participate in all class and skills laboratory functions.
4. Complete all courses in a satisfactory manner as outlined in this Handbook.
5. Exhibit a professional manner in both attire and conduct.
6. Accept responsibility for your actions and academic performance.

Counseling Services

TSC is staffed with counselors to provide assistance to students. For more information call or visit the Counseling Center.

The Counseling Center provides a variety of services to all students pursuing academic or vocational/technical programs of study. The Center offers both group and individualized programs to help students deal with academic, career, and personal concerns. All information relating to the counseling services is discreet and confidential.

Advising

The program director will be the advisor for each student upon admission to provide information about the academic program and to assist in making informed decisions. The program director



may be consulted during pre-registration, for adding/dropping a course and withdrawing from the Commercial and Residential Electrician Program. All advising sessions will be documented.

Disability Services

Texas Southmost College would like to help students with disabilities achieve their highest potential in college. Students with disabilities may request assistance through the Student Services Center. . Some of the services available include note-taking, taped textbook, registration assistance, diagnostic testing, special test considerations and sign language interpreting. An Adaptive Technology and Testing Service are available for student use. All services are elective and must be requested by the students.

To request services, students must register with an advisor in the Student Counseling Center. Counselor/. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required (individual documentation requirements vary depending on the disability). Students bear the responsibility of making their abilities and limitations known to the advisor. Together, the student and the advisor will decide on the appropriate accommodations and decides on a course of action for informing the instructor, if necessary. Students must request services each semester, as needed.

Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial resources available.

Library Facility

The Arnulfo L. Oliveira Memorial Library provides information and access to materials needed to fulfill the teaching, scholarship, and service goals of the university. Students enrolled in the Commercial and Residential Electrician Program have access to library cards.

The library offers outstanding computerized searching in all subject fields through more than 50 subscription databases, selected Internet sites, newspapers and journals.

The library also has a Circulation Department, a Reference Department with a computer lab, a Technical Service Department, and Interlibrary Loan Department, The Hunter Room for archival and genealogical research, study rooms, study areas and carrels, and copying machines to accommodate students.



Learning Assistance Center

TSC has Learning Assistance located in the Student Services Center that serves as an academic resource for students. In a proactive manner, it responds to the needs of the population it serves and is committed to helping the general student population succeed in a college environment. Learning specialists and peer tutors assist students in many areas of study with emphasis on Reading, Writing, Mathematics, Language acquisition, test-taking and study skills.