

# Introduction to Outdoor Power Equipment

## Fall Term 2019

HV3.125

Class meets Tuesday and Thursday; 12:30pm – 5:20pm

Instructor: Brendon Cooper; Email: [cooperb@linnbenton.edu](mailto:cooperb@linnbenton.edu); Phone 541-917-4590

Office hours: By appointment

*When you are tough on yourself, life is going to be infinitely easier on you.*

**The Textbooks:** No Textbook required for class.

**Course Outcomes:** In this class Outdoor power equipment you will learn to explore the diagnosis, service, and repair of various vehicles and projects. Also Fabrication skills will come into play during class. All the learning activities of the class are designed to improve your ability to apply and perform these **Course Outcomes in your future work:**

1. Perform Maintenance of outdoor power equipment, Machinery, and vehicles
2. Diagnose common performance problems found in outdoor power equipment, machinery, and vehicles
3. perform repair on outdoor power equipment, machinery, and vehicles

**Course Schedule:** Each week you will be given an assignment to complete . Customer projects of all kinds will come through the door, I will assign these projects to students. Since there is a variety of jobs coming in your knowledge you learned and know will be put to the test ; IE... Welding ,Diagnostic, Fabrication, Repairing and fixing all kind of projects and items to make them work again.

All project will be required to have a work plan written before beginning on a project, this will be turned in with your lab report and will be graded.. All Vehicles need to have a released place on windshield before work begins. Put here how you're going to run the class: all projects are assigned by the shop foreman (you); no open shop; Work Orders; etc.

### ASSIGNMENTS FOR CLASS AND TO PASS:

1. Write 7 essays at least 1 ½ pages long. Single spaces font 11 or 12 .
2. The topic will be given out in class each week to be turned in the following week. we will be reading these out loud in class. ( Peer Reviews)
3. Participate in Lab each week and stay to the end of class
4. Instructor will approve all work or projects ahead of time. IE.. week before. No projects in the shop that have not been planned or approved by instructor.
5. All projects you are working on have to be finished before you starting another !
6. There will be a Midterm and Final on what we covered in class.
7. Field trips will be graded so participation a must.
8. Proper written work orders required for each project and a work plan on how you going to accomplish the task

and a paper on the outcome of the project. This will be graded as participation in a lab. Before you can work on the next project or going forward it needs to be turned in and graded.

9. If there is no Lab projects to do then your allowed to go into class and write your until the end of class and help with clean up. If you decide to help other or others need help , you will need to write your own paper on what you did to help. ( No standing around and not helping ).
10. Attitude will be graded as well.
11. Participation in lectures will be graded as well in Lab and Lectures.

If you have a question for me that I can't answer I will find someone who has an answer for you. Also, if you have a problem with me or the class please bring it to my attention so I may fix the problem or problems before going forward.

*Lack of direction, not lack of time, is the problem. We all have twenty-four hour days.*

#### **Class Expectations:**

1. **Be prepared to be spoken to frankly.**
2. Participate in discussions.
3. Complete all assignments.
4. Actively demonstrate and practice appropriate professional, and respectful behavior.
5. Be on time to class.
6. Mute cell phones and all other electronics: all devices are to be off and out of sight; unless being actively used as directed by the instructor.
7. Be prepared for class: assignments completed, reading completed, bring your Personal Protective Equipment (PPE), Snap-On DMM, tool bag and issued contents, and laptop/tablet.
8. Be academically honest and have integrity.

#### **Required uniform, supplies, and Personal Protective Equipment (PPE):**

1. Student ID card
2. Laptop or tablet PC (Cell phone alone is not adequate!) equipped with the technical capabilities to access the CDX online materials; and with a screen size large enough to adequately view the animations and videos in the materials.
3. Clipboard; sized to hold 8.5"w x 11"h papers (one issued)
4. Pocket flashlight (one issued)
5. Safety glasses: Must meet ANSI Z87.1 standards as a minimum requirement (one pair was issued)
6. Ear protection: ear muffs are required (one set was issued)
7. Closed toed leather work shoes
8. Two (2) Snap-On uniform shirts, or the student's sponsoring company's uniform shirt

#### **Recommended Uniform Additions (Not required, but strongly recommended)**

1. Closed toed leather work shoes with protective toe. Composite toe is preferred over steel toe as it is non-conductive to electricity.
2. Coveralls in good repair; minimum of one set (two pair will be issued)

**Shop Safety: If at any time your student fails to maintain a safe work environment they may face one of the following consequences:**

1. Remove from class at any point during the semester.
2. Drop "F" grade as a result from removal ( danger to others).

**Lab Safety:** Safety glasses will be worn at all times in the active lab environment. No equipment is to be used, or work performed, unless an instructor or instructor assistant is present. Some equipment in the classroom, lab, and shop requires special certification, license(s), training and/or other unique prerequisites before use. Safety glasses must meet ANSI Z87.1 standards as a minimum requirement. Contact lenses are not safe, even under safety glasses, and are not recommended. To participate in lab activities, you must first complete "Lab #1: Lab Safety Awareness". You must at all times maintain safe work habits and practices while in class and during lab exercises.

**Preparation, Participation, and Attendance:** Attendance in class is recorded each class period. Tardiness is recorded as a component of Attendance. Attendance policy for this class is: Come to every class on time; with the reading and homework assignments completed; and be ready to be actively participating learners. If you will be late or absent to a class: send an email to the instructor; and leave a voicemail message on his office phone. Attendance is a component of the Professional Shop Practices portion of the class grade.

**Lectures, Quizzes, Tests, and Other Academic Activities:** Take large amounts of handwritten notes. Hand written notes in the student's personal handwriting are allowed to be used as references for tests and quizzes; unless otherwise stated at the start of the exercise. All answers to homework assignments, quizzes, and tests must be legible: if the instructor can't read the answer, the answer is wrong.

**Housekeeping:** Keep the classroom and all work areas clean and organized as possible. At the end of the class and/or lab session the classroom and work areas will be cleaned; tools and shop equipment cleaned and returned to their proper storage locations; and the AT-H building shared common areas will be cleaned and tidied.

#### **Cell Phones and Other Electronic Devices**

*Cell phones, tablets, laptops, PCs and other electronic sources of information will be specifically identified for use if and only if; and only when needed for the specific individual evaluation activity.* As a rule, your cell phone must be out of sight at all times during class and turned to "silent"/"mute"/etc. If you must take or make a call, step outside the classroom and return when finished. See Appendix E in the Student Handbook.

#### **Lab Exercises**

***"There is no Glory in practice; but without practice there is no Glory"***

Lab exercises present the opportunity to **REPEATEDLY** exercise the skills and techniques presented in class in a controlled setting to sufficiently retain and reinforce the knowledge through repetition. These are the foundation skills of this trade. The homework, quizzes, tests and other administrative activities reinforce the abilities to follow instructions and improve knowledge retention, among other skills. Performance in lab exercises is a 40% component of the overall course grade.

#### **The Heavy Equipment/Diesel Department Absences Policy**

**Absences Policy:** Two undocumented absences in this 11 week class shall result in an automatic course grade of "F" for material nonparticipation.

**Only absences covered through the Center for Accessibility Resources documentation, or DOCUMENTED emergency absences (for yourself only) will be excused. Job conflicts, oversleeping, car trouble, travel delays, traffic jams, and other minor life events are not considered emergencies.**

**Documentation must be physically handed to the instructor within five (5) business days (Monday through Friday) of the absence for it to be excused.**

**For further information see also:**

[7000 Series Administrative Rules - Student Affairs](#)

### **Grading**

Professional Shop Practices comprises 10% of the class grade. Professional Shop Practices include, but are not limited to: Proper wearing of the student uniform; attendance; time management; punctuality; teamwork; effective communication; attention to details; determination; good manners and etiquette; the proper use of tools, procedures and specifications; cleanliness and housekeeping, to include shop stewardship, tool care, storage and security; and many other “soft skills” that employers value. “Soft Skills” are also known as “Employability Skills”. You must be present and in class to earn a Professional Shop Practices grade for that day.

Homework and reading assignments comprises 20% of the class grade. Homework and reading assignments will be due according to the associated schedule; with the instructor reserving the right to change the schedule to match class progress in the subject matter.

Quizzes and tests will be due according to the associated schedule; with the instructor reserving the right to change the schedule to match class progress in the subject matter. There will be regular scheduled and random quizzes throughout the class.

### **Grading System:**

- Professional Shop Practices/Work Habits ..... 10% of final grade
- Homework ..... 20% of final grade
- Quizzes .....00% of final grade
- Lab Activities.....40% of final grade
- Midterm .....10% of final grade
- Final Exam.....20% of final grade

**Lab activities are graded using the NATEF Style Lab Evaluation Performance Standard:**

**0 - No Exposure:** no information or practice provided during the program; complete training required.

**1 - Exposure only:** General information provided with no practice time; close supervision needed; additional training required.

**2 - Limited practice:** Has practiced job during training program; additional training required to develop skill

**3 - Moderately skilled:** Has performed job independently during the training program; limited additional training may be required.

**4 - Skilled:** Can perform job independently with no additional training.

At the end of the term you will receive one of these letter grades.

**A = 90 - 100%**

**B = 80 - 89%**

**C = 70 - 79%**

**D = 60 - 69%**

**F = 59% and Below**

**W - Withdraw;** student must select this grade prior to the last day of the seventh week of the term. If you decide you must exercise this option, do not wait until the last minute. Contact Registration to confirm the exact details of this decision. To receive a tuition refund, financial aid, and Veterans programs, other criteria affect the exact date and implications to the student: contact the appropriate department well before this general deadline.

Class Work: Homework, labs, reading assignments, quizzes, tests, and all other class work will be due according to the associated schedule. The instructor reserves the right to change the schedule to match class progress in the subject matter. If there is no published schedule for the assignment; the due date will be determined when the material is assigned. The class schedule will then be updated.

Students are responsible for requesting any work missed due to tardiness or absence. **No late work will be accepted for unexcused absences.**

### Learning Styles and Resources

During lecture sessions we will use lecture, discussion, multimedia presentations, PowerPoint presentations, videos, photos, and many other means to present materials.

If you are having difficulty with any of the concepts or procedures in this course, or have a preferred learning style, do not hesitate to talk with me. I am available for consultation or tutoring and will work with you to explore the many resources available to make your education more successful.

The Learning Center is an excellent resource for improving your skills as a lifelong learner and is a great place to study and do homework. They have computers, mini courses on study skills and a very helpful staff. They will help you with any subject you are taking at LBCC.

Computer Labs are available on the Albany campus; and in Corvallis, Lebanon and Sweet Home

Center for Accessibility Resources: RCH-105: Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

Personal Conduct: Students will behave in a manner that promotes learning and is respectful of all individuals. The shop rules documents and uniform expectations documents are being revised at the time of typing this edition of the syllabus. These new shop rules and uniform expectations will be officially discussed at the time the final draft of the documents is finalized and approved.

**Horseplay is dangerous in a shop setting, and will not be tolerated!**

Frustration and Anger Management: It is only natural to become frustrated when the project you're working on does not cooperate. However, that's the nature of the business. Learn to walk away for awhile and cool off, re-think what you're doing, and ask for help or advice. Above all else, be professional. Uncontrolled anger can lead to unsafe work habits, which are not tolerated.

Under the Influence: Due to the inherent danger of the shop areas, any student suspected of being under the influence of intoxicants will be asked to leave the shop area.

**LBCC Comprehensive Statement of Nondiscrimination**

The link to the page is found here:

<http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity/statement-of-nondiscrimination>

**Request for Special Needs or Accommodations**

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

**LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public-report](http://linnbenton-advocate.symplicity.com/public-report)

**“Your attitude is more important than your aptitude.”**

I \_\_\_\_\_ have read the syllabus for  
“Introduction to Outdoor Power Equipment”, HV3.125 for Heavy  
Equipment/Diesel. I understand the course syllabus contents and agree to  
comply with its details and instructions.

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Signature

Date

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Printed Name

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Student X-Number