



HVDD 0000 Diesel/Heavy Duty Technology Orientation

Faculty:	Timothy Richard	timothy.richard@davistech.edu	801-593-2436
	Scott King	scott.king@davistech.edu	801-593-2448
	Jeffery Eddings	jeffery.eddings@davistech.edu	801-593-2378

Room: HJB 105

Advisement Hours: Before or after classroom hours, or by appointment

Introduction

Welcome to the Diesel/Heavy Duty Technology program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to familiarize you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu), or in Student Services.

Program Description

The Diesel/Heavy Duty Technology program provides training in a variety of diesel powered vehicles, engines, and power systems. Students explore the theory of operation and preventive maintenance of diesel systems and progress to actual hands-on work in the maintenance and repair of transmissions, differentials, brakes, steering and suspension, wheel alignment, hydraulics and engine rebuilding. After demonstrating foundational knowledge, students begin working with the latest advances in the trucking industry in engine design, micro-processing, air conditioning, and transmissions.

Program Objectives

Students will build skills through hands on practice, instructional videos, information sheets, and competency tests. Students will practice and apply the following while enrolled in the Diesel/Heavy Duty Technology program:

- Identify safety procedures common to a shop environment
- Identify basic tools and lubricants used in the industry
- Describe the fundamental elements of a hydraulic system
- Employ troubleshooting techniques to correct problems in hydraulic systems
- Demonstrate how to properly rebuild small diesel engines.
- Perform preventative maintenance, service, and repairs according to industry standards

- Demonstrate removal, service, and replacement of wheels, brakes, bearings, and ABS components
- Identify the components of the steering and suspension system within a heavy duty or diesel vehicle
- Identify components and maintenance of HVAC systems and trailer refrigeration units
- Demonstrate how to properly make repairs to the electrical components of a heavy duty or diesel vehicle
- Perform diagnostic procedures on vehicle communication and data gathering systems, sensor inputs and outputs, vehicle fault tracing and fault repair systems, and diesel particular filter systems

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

You will meet with your instructor at the beginning of each course and throughout your courses, as needed. These meetings will allow you and the instructor to accomplish the following tasks:

- Update any changes in your employment status and contact information in Northstar.
- Review course performance and attendance requirements.
- Define and clarify training and career goals.
- Select appropriate courses according to instructor advisement and that achieve program completion requirements.
- Discuss professional work ethic.
- Discuss challenges and Davis Tech support services that can help improve your success.

Scheduling

Courses in this program have an Open-start/Defined-end schedule. Students in this



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program may start courses at any time. Following course enrollment, you will receive a schedule that shows the date by which you must complete the course. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the entire course.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

Performance Standards

Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated coursework. At the beginning of each course, you will purchase or receive course



Productivity and Attendance %	Citizenship Grade
100% to 95%	H
95% to 90%	S
89% to 85%	N
84% or Below	U

You are responsible to sign in to Northstar at the beginning of your first class period and sign out at the completion of your last class period. Problems with signing in must be reported to an instructor as soon as possible.

- Clock-in window is 10 minutes before and after the bell.
- If you clock-in 10-20 minutes late, you will be marked tardy.
- If you clock-in more than 20 minutes late, you will be marked absent.
- If you leave before the bell, you will be marked absent.
- If you are hanging out in the hallway, talking on cell phones, visiting, or whatever it is that is not approved by the teacher first, you will be given an “N” for a nonproductive day.
- If you miss 10 consecutive days, you will be dropped for the 10-day rule, and may lose placement in the program. (Be sure to communicate with instructor.)
- If you have a job interview, a meeting with your caseworker, or something that is class-related and you have to leave class, you are permitted to go, but you will be required to bring back a letter from the organization on organizational letterhead the following day. Failure to do so will result in an absence.

If you are absent for ten (10) consecutive scheduled days, you will be withdrawn from Davis Tech. Failure to meet the required attendance standard will result in academic corrective action being taken.

Professional Skills and Behavior

No matter what profession you choose, effective time management, honesty, and responsibility are highly valued by employers. Your daily work as a diesel technician will require completion of tasks that require clear communication, show your ability to follow instructions, and demonstrate self-accountability. At the end of each course in the program, you will complete a self-reflection assignment that builds an understanding of these professional skills and behaviors.

Academic Performance

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

High school students must meet minimum standards in grading, progress, and attendance before transitioning into a place in the program as an adult student. These standards are established by



the program and may differ across the college. In the Diesel/Heavy Duty program, a high school student, who will become an adult student should meet the following minimum standards:

Attendance: 80 percent Progress: 85 percent Grade: B

Additionally, the following steps may be taken if you fail to meet the minimum performance, progress, and attendance standards or violate program policies and procedures:

Academic Probation

Students who are on academic probation may lose Federal Financial Aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course by the course end date or meet program performance standards, you will be put on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement, and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. You and the instructor will sign the Plan.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you will remain on probation and will need to meet with your instructor and a college counselor to modify and further define the Student Improvement Plan. The instructor and counselor may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Diesel/Heavy Duty Technology, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.



Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will learn about industrial safety in HVDD 1036 Foundation, Safety and Shop Skills and are expected to follow the following safety standards:

- Wear proper personal protective equipment (PPE) when required.
- Practice safety when using tools and equipment.
- Practice proper chemical handling and storage.
- Do not run in the shop.
- Use jack stands and proper lifting equipment at all times.
- You must use wheel chocks and do a walk-around of all vehicles before operating them

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Student Conduct

The following are rules and guidelines regarding behavior in the shop:

- **Personal Vehicle Work:** If you wish to work on your own vehicle, it must fit in with the course you are working on or a course you have already completed. You must obtain permission from your instructor prior to bringing in your vehicle. Please note the College is not responsible for the work done on your personal vehicle or for lost or stolen items in your vehicle. You must sign a release form prior to doing any work on any vehicle.
- **Shop Hours:** The shop will be locked during lunch and after school. Work performed on your vehicle must be done during school hours.
- **Food and Drink:** Students may purchase lunch or bring their lunch to the lunchroom. If you eat outside, do not leave cans, wrappers, or other garbage around campus. Food and



drink brought into the classroom must be taken care of properly each day. Food or drink IS NOT ALLOWED in the shop area.

- **Clean up:** Cleanup is usually 20 minutes before your scheduled class ends. All students will stop work, clean up their tools, and return them (cleaned) to their storage areas. Students are responsible for their own work area as well as over-all cleaning of the shop. Students must not leave class early or leave before cleanup is finished and all tools are accounted for. Additional cleanup time will be required monthly as a group.
- **Tool Accountability:** During the duration of the program, proper equipment and tool usage, along with equipment accountability will be required from all students. Students will be required to accept accountability for MATCO tool kits prior to use. Students, along with the instructor will verify all tools are present and/or accounted for prior to the issuance of the MATCO tool kit. Students will relinquish some form of personal property (i.e. Vehicle Keys, Cell Phone, Driver's License) to the instructor as a measure to ensure MATCO tool kits are returned and inventoried prior to students leaving.
- **Behavior:** Students will be expected to respect their fellow workers and customers. Rough housing and practical jokes are not permitted.
- **Clothing:** No open-toed shoes, cut-offs, or short pants are allowed to be worn in the shop. No overly tight or loose clothing will be permitted in the shop this will be up to the instructor. Safety glasses must be worn at all times in the shop area. Students are responsible to bring their own safety glasses.
- **Recommended clothing:** Coveralls (or something you don't mind getting greasy). Steel toed work boots (this is a must in industry we recommend getting used to that). There is a locker room located in each restroom. Students just need to provide their own padlock and label their locker with their name.

