



Diesel-Heavy Duty Technology Orientation

HVDD 0005

Room:

HJB 105

Advisement Hours:

Before or after classroom hours,
or by appointment

Classroom Hours:

M – F 8am – 3pm
M – Th 6pm – 9pm
Lunch is 11am – 12pm

HVDD Program Faculty:

[https://www.davistech.edu/
programs/diesel-heavy-duty
-technology#faculty](https://www.davistech.edu/programs/diesel-heavy-duty-technology#faculty)



Introduction

Welcome to the Diesel/Heavy Duty Technology program at the Davis Technical College (Davis Tech)! This program orientation aims to familiarize you with information specific to the program and its unique policies and procedures. You must 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 through various classes, giving students the core foundational skills needed to gain employment in the diesel industry. Students explore the theory, operation, and preventive maintenance of diesel-powered equipment and systems, progressing to hands-on shop-based work. After demonstrating foundational knowledge, students practice hands-on skills in maintaining and repairing transmissions, differentials, braking systems, steering and suspension, hydraulics, and engine rebuilding. Students work with the latest advances in the trucking industry in engine design, micro-processing, air conditioning, and engine emissions systems.

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 standards for a shop environment
- Identify essential 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 rebuild small diesel engines properly

- 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 repair 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 particulate filter systems

General Information

You can access this orientation on the Davis Tech program website, 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 program may start classes at any time. Following course enrollment, you will receive a schedule showing the date you must complete the course. If you fail to complete a course by the end date, you must re-enroll and repay for the entire course.

Campus Technology

You will log in to and out of the Northstar Classroom Login Station each time you attend class 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 using the following URL: <https://davistech.instructure.com/login> . If you need help 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 and the "Report a Problem" link. 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 with industry publications, periodicals, manuals, and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications currently being used in the industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout the program. Each canvas course links to these resources and 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 a first aid kit and other supplies needed in an emergency. Evacuation maps can be found in strategic locations throughout the college.

Students with Disabilities

If you have a disability and have questions about 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 a curriculum that provides guided learning modules to follow. This includes the amount of time you should spend on each learning activity. This will help you meet industry time standards and complete coursework in an appropriate amount of time.

Progress

Students are expected to complete coursework according to a timeline in the course curriculum. The timeline shows the maximum hours to complete each course module. Progress is calculated by the number of scheduled hours versus the completed coursework. Progress must be maintained at 100% or better. If you need help meeting the progress requirement, you are encouraged to talk to your instructor. Failure to maintain the required progress standard or inability to complete a course by the end date will result in academic corrective action being taken and having to retake the course.

Grading Practices

Grades are based on your progress in the course, attendance, and shop attitude (respectfulness, using your time wisely, etc.). To achieve a high grade, you must attend class on time, keep on task, and use your time wisely.

Progress is based on how quickly you complete the course based on the average completion time. The average completion time is the course length and the hours listed for each module. It is possible to achieve over 100% progress.

For disruptive or unproductive behavior, you will receive a verbal warning. If you continue the behavior, you will receive an N for the day in shop attitude.

Your grade will be calculated by taking the average of your attendance and progress. Each N you have received will be deducted from your average by one point. The following is the grading scale for the grade you will receive based on your percentage.

Attendance

Attendance must be 67 percent or better to be eligible for financial aid. The Diesel/Heavy Duty Technology program prefers 85 percent minimum attendance to ensure students can stay on track for the timely completion of each course. Attendance is calculated using the number of scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech-sponsored activities, major illness and/or significant life events, off-site training, or high school activities. If you require an extended absence from the program, consult with your instructor before the absence. If necessary, a counselor in Student Services may assist you in this process.



Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

Grade Scale:

A	124% or Above	A-	120-123%	B+	116-119%
B	112-115%	B-	108-111%	C+	104-107%
C	100-103%				

Productivity Marks:

P – Productive N – Nonproductive

Citizenship:

Your citizenship grade will be based on attendance and productivity during the course. The first “N” for a nonproductive day will result in a 5% loss of citizenship points. Each nonproductive day after that will result in a 2% loss of citizenship points. If you receive an “N” for productivity or fall below the minimum attendance requirements, you will also receive a markdown in your citizenship grade according to the following scale:

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

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

- The clock-in window is 10 minutes before and after the bell.
- You will be marked tardy if you clock in 10-20 minutes late.
- You will be marked absent if you clock in more than 20 minutes late.
- 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 an 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 completing tasks that require clear communication, showing your ability to follow instructions, and demonstrating 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 vital to us. We will work with you to help you succeed, but if you are not meeting the minimum standards 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. The program establishes these standards, which 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 on academic probation may lose Federal Financial Aid, scholarship eligibility, or sponsorship and benefits, as determined per college Financial Aid requirements and Department of Education regulations.

If you cannot 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.

Suppose you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date. In that case, you will remain on probation and must 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 preventing 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 must participate in a Committee Review to continue as a student at Davis Tech. The committee will



comprise 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 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 your instructor, classroom management, grading, or academic disciplinary actions taken, discuss your concerns with your instructor. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Student College Grievance Policy and Procedures, which can be found on the Davis Tech website. 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: <https://www.davistech.edu/policies-and-procedures>.

Student Follow-up

Your success in finding employment indicates 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 Health, Safety, and Fire Prevention

You will learn about industrial safety in *HVDD 1037 Introduction to Diesel/Heavy Duty Technology* 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

First Aid Supplies

The classroom also includes a first aid kit and other supplies needed in an emergency.



Evacuation maps can be found in strategic locations throughout the college.

Fire Prevention

Fire prevention and safety are paramount in our classrooms. We are committed to ensuring a safe learning environment for all students and staff. Please familiarize yourself with the location of fire exits, fire extinguishers, and emergency procedures posted in each classroom. In case of a fire alarm, calmly evacuate the building using the nearest exit and assemble at the designated meeting point.

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 before 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. Do not leave your cans, wrappers, or other garbage around campus. Do not leave food and drink in the classroom. Food or drink IS NOT ALLOWED in the shop area.
- **Clean up:** Cleanup is usually 15 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 and cleaning the shop. Students must clean the shop and have the tools accounted for before leaving class. Additional cleanup time will be required monthly as a group.
- **Tool Accountability:** During the program, all students will be required to use proper equipment, tool usage, and equipment accountability. Students will be required to accept accountability for MATCO tool kits before use. Students, along with the instructor, will verify all tools are present and accounted for before the MATCO tool kit issuance. Students will relinquish some form of personal property (i.e., Vehicle Keys, Cell Phone,



Driver's License) to the instructor to ensure MATCO tool kits are returned and inventoried before students leave.

- **Behavior:** Students will be expected to respect their fellow workers and customers. Roughhousing and practical jokes are not permitted.
- **Clothing:** No open-toed shoes, cut-offs, or short pants are allowed 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 for bringing their safety glasses.
- **Recommended clothing:** Coveralls (or something you don't mind getting greasy). Steel-toed work boots (this is a must in the industry, and we recommend getting used to that). There is a locker room located in each restroom. Students must provide their own padlocks and label their lockers with their names.

