

SAFETY GLASSES: Must be on when you enter the work areas, this is mandatory!!! Failure to comply may result in disciplinary action and put out of class.

Attendance Policy/Tardiness/Make-Up Work:

Students are expected to attend class on time daily. Absences totaling over 25% of the total contact hours of the class will result in a failing grade. Tardiness 3 tardies will count as 1 absence. Any assignments, work or tests missed during an excused absence can be made up within 3 class days or as scheduled by the instructor.

Grading Criteria/Tests/Projects:

Assignments, projects, and test	60%
Attendance, attitude, and participation	20%
Final Exam	20%

Grading Scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 69-60
- F = 59-0

Inclement Weather Procedures:

Option A: Operate on regular schedule with no delay

Option B: Operate on a delayed schedule, with staff reporting at 10:00 am and classes for students beginning at 12:45 pm

Option C: Classes are canceled. Personnel reports at 10:00 am

Option D: The College is closed for everyone

Academic Standards/Student Expectations/Ethics:

1. To provide a strong understanding of the various aspects of electrical installations.
2. To develop logical thinking patterns.
3. To provide a practical application of knowledge gained.

The following ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Disclaimer – The course procedure may vary from this outline to meet the needs of this particular group.