Hazard Community and Technical College
Course Syllabus

HEO 107-5001: Utility Tractor Loader Operator (1105)
Summer/2019/Monday-Thursday/8:00AM – 3:30PM /In-person/HEQ Room 201

Instructor Contact Information
Instructor Name/Title: Willie Cornett / Assistant Professor
Office Hours: M-W 3:30-4:00 Phone Number: (606)487-3328
Office Location: HEQ 201 Tech Email Address: Wcornett0004@kctcs.edu

Course Information
Course Description
Covers a broad base of skills required to operate heavy equipment with an emphasis on safety. Focuses on job awareness and industry requirements. Permits experience on dump truck and utility tractor loader.

Prerequisites
DIT 103
Start Date: May 20, 2019 Midterm: NA End Date: July 14, 2019

Textbook Information and Supplies:
None

Course Competencies/Student Learning Outcomes

Upon completion of this course, the student can:

1. Perform walk-around inspection of the dump truck.
2. Perform pre-start check of the dump truck.
3. Perform an after-start instrument check of the dump truck.
4. Report the function of each dump truck gauge.
5. Perform complete fueling operation of the dump truck.
7. Perform a dump truck brake, hydraulic and transmission check.
8. Raise and lower dump truck bed.
9. Demonstrate correct transmission speed during various operations of the dump truck.
11. Perform proper dump truck backing procedures.
12. Dump various loads from the truck.
13. Perform shut-down procedures of the dump truck.
14. Load and off-load dump truck from low-boy trailer.
15. Report the function of each utility tractor gauge.
16. Perform a utility tractor brake, hydraulic, and transmission check.
Course Outline

I. Dump Trucks
   A. Proper dump truck operation
   B. Identification of dump truck components
   C. Walk-around inspection of dump truck

II. Utility Tractor Loader Operation
   A. Proper loader operation
   B. Identification of utility tractor loader components
   C. Walk-around inspection of loader

List of experiments/activities Pre-op check.
   1. Perform and demonstrate safe operation of backing and dumping of trucks.
   2. Tram different pieces of mobile equipment.
   3. Position haul truck under loading equipment.
   4. Demonstrate safe loading procedures.

Course Structure, Evaluation, and Grading Methods

Students enrolled in the Heavy Equipment program are required to achieve a minimum grade of “C” in the technical core and in those courses selected as technical electives.

An average of exams, quizzes, final exam, daily assignments, class participation, safety, and work ethics will determine your grade for the semester.

You will be graded in both Lecture and lab classes. Reading assignments must be done prior to each class meeting and be able to discuss in class. Class participation is a requirement. Review questions and practical applications must also be completed prior to class and kept in notebook.

The instructor reserves the right to use attendance to decide grades. Further, the instructor will penalize anyone guilty of any form of Academic dishonesty, including the possible assigning of a grade of “E” for the Course.
Grading Policy/Scale
Theory Grade will be generated from assigned chapters completed from textbook 25%
Live work in the field (job site) and attendance 50%
Final Exam 25%

GRADING SCALE

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>100 – 90</td>
<td>A</td>
</tr>
<tr>
<td>89 – 80</td>
<td>B</td>
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<tr>
<td>79 – 70</td>
<td>C</td>
</tr>
<tr>
<td>69 – 60</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>E</td>
</tr>
</tbody>
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Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC open at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

General Class Make-up/Late Assignment Class Policy/Procedure
All make-up assignments will be at the discretion of the instructor. Students repeatedly missing class/exams/assignments will be denied the opportunity to make up and a 0 will be assigned for that grade.

Attendance Class Policy/Procedure
You are to attend class regularly and be on time for each class. Attendance will affect your final grade for each course. If you must be absent, it is your responsibility to contact the instructor. Students must attend at least 75% of the class in order to receive a final grade.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student
with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Dean/Supervisor Contact Information
Dean/Supervisor: Tony Back Phone Number: 606-487-3302
Office Location: Devert Owens Room 112 Email Address: tony.back@kctcs.edu

Other Class Procedures and Information:

Dress Code:
Footwear: Closed toe shoes only. No open toed shoes (sandals) are allowed. Work boots are preferred.
Pants/Shorts: Due to the nature of construction work long pants are preferred. Shorts are allowed but should be appropriate for nature of work performed.
Shirts: Shirts are required at all times. No baggy, bulky, or dangly shirts allowed.
Housekeeping/Clean-up: Daily housekeeping is the responsibility of each student in Heavy Equipment Operation.
Pop and candy wrappers are to be thrown in trash.
Desks/tables cleaned off.
Chairs arranged in order.
Daily sweeping of floor of the equipment and keeping it free of obstructions.
Aisles/exits clear of obstructions. Outside area of Lab kept clean.
Work area and trainers kept clean, neat, and orderly.
Safety Inspection: SAFETY is everyone’s responsibility.
Students and instructor are required to conduct a monthly safety inspection of the Heavy Equipment classroom, equipment and lab facilities.
Any safety concern/observation is to be documented and corrections made.
Feedback and suggestions concerning safety are encouraged.
Outside classroom projects: Heavy Equipment students are sometimes asked to participate in college projects and or community service opportunities throughout their study.

Children in the Classroom: Children are not allowed in the Heavy Equipment classroom/Lab due to the many hazards that could lead to injury or possibly even death.
Hazard Community and Technical College

Course Syllabus

Also KCTCS does not cover children under their liability policy. However due to emergency situations if children are brought to class you (parent) will be responsible for child’s safety.

**Cell Phone Use:** Cell Phones are not permitted to be used during class or lab times. This includes TEXTING as well. Ringer is to be turned off prior to class time. If you receive a CALL or TEXT that must be taken, this needs to be done outside the classroom.

**Tobacco Use:** Tobacco use of any kind is not allowed on HCTC campuses.

**Emergency Instructor Absence:**
When Instructor has an emergency situation that causes them to be late or have to miss class, HCTC will not cancel class for that day. Students are to wait for HCTC personnel to inform them of the change for that day and proceed accordingly.

**Additional Syllabus Information:**

Academic Calendar: [https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx](https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx)
HCTC Syllabus Website: [https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx](https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx)
Student Code of Conduct: [https://kctcs.edu/current_students/code_of_student_conduct.aspx](https://kctcs.edu/current_students/code_of_student_conduct.aspx)
Heavy Equipment
Syllabi Agreement (Student Copy)

Course Name: HEO
Course Number: 107

I Agree to the terms in the Heavy Equipment Syllabi and agree to the terms set forth in them.

Student: _____________________                         Date: ________________

Instructor: ___________________                          Date: _________________