

**Nashville State Community College  
School of Science Technology Engineering Math  
Industrial Process Control Technology**

**Fall 2021 Master Course Syllabus**

**IPCT 1300 – Industrial Safety**

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

**Course Information:**

**Course Title: IPCT – Industrial Safety**

**Credits: 3 credits**

**Class Hours: 2 Class Hours, 2 Lab Hours**

**Course/Catalog Description**

An introduction to the safety, health, and environment issues within the process control industry. Topics include the roles and responsibilities of Process Technicians, the environment in which they work, and the equipment and systems in which they operate

**Instructor Information**

**Name:**

**NSCC Email:**

**Zoom Link:**

**Office Location:**

**Office Hours:**

**Class Session Zoom Link:**

**Required Textbook(s) & Other Materials:**

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course.

Textbook(s): Core Curriculum Trainee Guide, 5th Edition NCCER

ISBN: ISBN: 0-13-424400-6

Reference Materials: Will be provided

Supplies: TI-84 or later calculator

### Textbook Information

Before courses begin, you should make sure you have the correct textbook and materials for each course. You can look up your courses on the [bookstore's website](#) using your A# or by entering your course information.

### Accommodation and Accessibility Needs

### Course Delivery

Hybrid: IPCT 1300 is designated a hybrid course in which regularly scheduled class meetings are required to occur virtually or on campus and at least 50% of the course content and/or assignments are available in the [NS Online D2L](#) course.

### Purpose of the Course

The purpose of this course is to prepare students for a career as either a production or maintenance operator in the chemical and manufacturing industries.

### Structure of the Course

This course will consist of eight modules:

- Basic Construction Math
- Basic Safety
- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- Basic Communications
- Basic Employability
- Materials Handling

Virtual lectures will be presented each Monday. Tests and Performance Verifications will be conducted on campus each Wednesday. Students will complete online quizzes to prepare them for testing and performance verifications.

If you are registered with the [Access Center](#) and require an alternate format for the textbook and other course materials, please contact the Access Center as soon as possible at 615-353-3721, 615-353-3741, or [accesscenter@nscc.edu](mailto:accesscenter@nscc.edu).

### Honors Option

Honors credit is available in some classes. If you are interested in participating in the Honors Program, please contact your instructor within the first four weeks of class.

## Learning Objectives

To successfully complete this course, the student is expected to:

Identify the safety, health and environmental issues associated with industry.

Demonstrate the ability to solve basic construction math questions regarding real numbers.

Identify basic hand tools, power tools, and materials handling tools used in the construction industry.

Demonstrate safe usage of basic hand tools, power tools, and materials handling tools used in the construction industry.

Demonstrate the ability to interpret basic construction blueprints.

Demonstrate basic communication skills used in the construction industry.

Identify the employability skills necessary for a career in the construction industry.

## Course Competencies:

Students completing this course should have basic safety knowledge required to safely function as an operator in the construction industry.

## Course Policies

The construction industry has a high potential for serious injury. Most industry injuries are the result of operators failing to follow basic safety practices. As students in this course, you should strive to learn as much about construction safety as possible. As a NSCC student working in an online environment, you should be courteous, thoughtful, detailed, and diligent throughout your coursework. Lack of initiative or motivation will surely impede your opportunity to complete this course successfully.

## Student Responsibilities

My goal is for you to excel in this class and to develop the skills necessary to work safely in the construction industry. However, you have the major responsibility for doing well. Achievement of course objectives will require you to understand and demonstrate basic safety principles. Do not be a passive learner. Take the course material seriously. Ask questions. Once you enter the construction industry, your personal safety and the safety of those working around you will depend on how well you learn and utilize this information. Nashville State provides many student resources for academic and personal support; see the “Nashville State Community College Resources” section of this syllabus for more information.

## Academic Integrity and Student Authentication

Course quizzes will be open book and students may work collaboratively.

Tests will be conducted in class and will be proctored. Any test misconduct will result in 0% grade for the test and no opportunity for test makeup.

Individual Performance Verifications will be conducted by the instructor.

### Contact Preferences

Email is preferred as my primary mode of contact. Be sure you use your NSCC student email and put "IPCT 1300" in the email header. State your question or issue in detail so I can answer it effectively. Reply times may vary from 24-48 hours but I may answer you sooner if I am available. If the matter is urgent, you may send me a text (931-209-2361) stating that an urgent email has been sent. Any questions after Friday afternoon may have to wait until the following Monday morning. We can meet in my physical office or virtually by appointment as needed.

### Instructor Presence/ Communication Plan

Virtual lectures will be presented each Monday. Students will have the opportunity to ask questions or seek clarification during and at the end of each lecture. Should students need individual assistance, they can schedule a private virtual meeting during posted office hours. The class schedule and instructor office hours may be found in the Course Information section of the Course Content.

### Participation/Attendance

This is a hybrid course. Students are expected to attend all lectures, tests and PV's. Attendance is 10% of the course grade. Each missed attendance will result in a proportional reduction in overall attendance grade. Students may miss a maximum of 5 classes and lectures. Missing 6 or more classes and lectures will result in a 0% attendance grade.

### Time Management/Expectations

Students are required to attend a 2 hour virtual lecture each Monday and a 2 hours in class each Wednesday for testing and performance verification. In addition, students should plan 2-4 hours each to complete module quizzes and test preparation. Pro Tip: Treat this course like a part-time job and set aside several hours a week for study and test preparation. The more you put into this course the more you will get out of it.

### Late Work

This course is a National Center for Construction Education and Research (NCCER) certified course. In accordance with NCCER rules, all tests and Performance Verifications (PV's) must be conducted in class on campus. All tests and PV's should be completed on the scheduled date. Any missed tests or PV's must be complete on the following test/PV date. Quizzes must be completed by 5:00pm the day before a scheduled test. At 5:00pm the day before a scheduled test, the submission view of the associated quiz is available for the student to review in preparation for test. Quizzes will not be accepted after this time.

### Student Netiquette

All lectures will be conducted virtual. Throughout and at the end of the lecture, time will be given for students to ask questions. Please hold questions until these times. Students are expected to attend virtual lectures with both audio and video. Students should be aware that they and their surroundings will be visible to others and should therefore try to limit distractions as much as possible.

In this course, you are expected to comply with the [NSCC Standards for Netiquette](#), which emphasizes respect, dignity, and integrity.

### Assignment Descriptions

For each of the activities listed below, be sure to follow the deadlines provided on the Course Schedule, which is available on the Course Information section.

Quizzes must be completed by class start on the day of the associated test. At this time a submission view will be available for the student to review the quiz and see corrections for any missed questions.

Tests will be administered in class on the specified dates and will have a time limit of 2 hours.

Performance Verifications will be administered in the IPCT shop on the specified dates.

Note: When taking assessments:

- The preferred browsers to use for an assessment for PC and Mac users are Mozilla Firefox or Google Chrome. Please do not use Internet Explorer.
- Students should seek a computer with a wired connection if available. If using a wireless connection, be sure to be close enough to the wireless router that has the strongest signal.

### Grading Policy and Feedback

Quizzes are online and multiple choice.

Tests are online and multiple choice and will be proctored.

Performance Verifications will be graded as Pass (100%) or Fail as specified by NCCER.

Attendance will be monitored for virtual lectures and in class presence.

### Rubrics

There are no grading rubrics in this course. All grades are quantitative or performance related as specified by NCCER.

### Grading Scale and Weighting

#### Grade Weighting:

Assignment	Scoring	Count	Tot. Pts.
Tests	100	8	800
Reviews	10	8	80
PV's	30	6	180
OSHA Quizzes	10	8	80
Attendance	10.00%	1	127
Total			1267

## Grade Scale:

Letter Grade	Percentage Range
A	90.0 - 100
B	80.0 – 89.9
C	70.0 – 79.9
D	60.0 – 69.9
F	Below 59.9

FA (never withdrew)

FN (never attended)

FA - According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course.

FN - FN is assigned to students who do not submit any assignments.

## Nashville State Community College Resources

You do not have to tackle the challenges of higher education alone! There are many resources available to Nashville State’s online students, from tutoring to counseling to address academic honesty. You are encouraged to utilize the available student and academic support services throughout the semester as needed. This information will also help students access D2L support and technology resources including minimal expectations of learner technology skills, links to software applications, and technology requirements for D2L compatibility and services offered to students at Nashville State.

## Technology Support

The [NSCC Help Desk](#) assists students and employees for campus systems as well as help with student personal equipment used for coursework. Help Desk Technicians offer remote troubleshooting assistance via phone, email, and remote desktop. Email support is strongly encouraged by contacting [helpdesk@nsc.edu](mailto:helpdesk@nsc.edu).

## Technology Statement

All classes at the NSCC are web enhanced.

It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials and technologies through D2L/NS Online course shells.

Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.

Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.

If you have questions or concerns regarding access to a computer or internet resources, please review [Nashville State's Laptop Loaner Program and Internet Access](#) information or contact your instructor.

Certain publisher materials or supported technologies may not work on cellphones, mobile devices, or Chromebooks.

### Minimum Technology Requirements

Students taking courses that utilize online learning will be required to access a reliable computer and high-speed internet. You should have or will acquire the following technology skills throughout this course:

1. Downloading and installing software applications.
2. Using Microsoft Office 365 (or similar alternative software) to draft and save in multiple file formats.
3. Copying and pasting between documents and D2L. To select all press and hold Ctrl (the control key) on the keyboard and then press the A on the keyboard. To copy, press and hold Ctrl and then press the C on the keyboard. To paste, press and hold down Ctrl and then press V.
4. Communicate effectively using a webcam and microphone in synchronous interactions using supported video conferencing tools (Zoom or Microsoft Teams) to participate in video conferencing sessions, view recordings, or create recordings (if applicable).
5. Using D2L to upload files, post to discussion boards, complete tests, and submit files and assignment entries (where applicable).
6. Using NSCC email accounts to communicate with your instructors.

You should also have access to the following software and hardware:

Computer or Laptop; Chromebooks or mobile devices may not be sufficient.

High-Speed Internet

Internet Browsers: [Google Chrome](#) and [Firefox](#) are the recommended browsers to use with NS Online D2L.

([Install Office 365](#) free)

Mandatory Accessory: Webcam (built-in or external),

Recommended Accessory: Noise-cancelling headphones/microphone (external, not one built into your computer)

Student Wi-Fi Zones

[White Bridge Campus](#)

[Southeast Campus](#)

## Clarksville Campus

## Humphreys County Campus

### NS Online/ D2L

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

To register or access Nashville State online courses, go to [NS Online](#). NSCC web courses have a "W" section number. Any course ending with section number R50 is a TN eCampus course.

### Student Email

Find student email within Office 365. Use your student email address as the login ID and your myNSCC password. Download the Microsoft Office suite once you are logged in by clicking the "Office 365" download link on the upper left.

### Computer Lab Access

Computers are available for student use at each campus during campus open hours. Open computer lab availability may vary from campus to campus. Students should check NSCC website for current hours of operation.

White Bridge Campus [WBR Library Computer Sign Up](#)

Southeast Campus Call 615-916-5865 or email [John.Cherry@nsc.edu](mailto:John.Cherry@nsc.edu) for an appointment.

Clarksville Campus Call 931-472-3556 or email [Reginald.Mclain@nsc.edu](mailto:Reginald.Mclain@nsc.edu) for an appointment.

Dickson Campus Call 615-740-5998 or email [DicksonCampus@nsc.edu](mailto:DicksonCampus@nsc.edu).

Humphreys County Campus Call 931-296-1739 ext. 311 or email [Bryan.Trout@nsc.edu](mailto:Bryan.Trout@nsc.edu).

### NSCC Support Services

Listed below are Nashville State support service and policies. These support services are listed for your benefit should you feel the need to use them. These services or policies may change or be updated periodically. The instructor reserves the right to change or adapt materials within the course as needed.

John E. Mayfield Library

[Mayfield Library](#)

[Library Services](#)

### Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff, and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that

this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

#### Academic Freedom

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to the subject.” The preceding comes from the [American Association of University Professors’ statement on academic freedom](#). Though the entire statement speaks to many issues, it is this portion on the conduct of the course that is most relevant. This means that faculty members have the right to conduct their classes in a fashion they deem appropriate as long as the material presented meets the learning objectives laid out by the entire faculty.

#### ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. If you require accommodations for any courses in which you are enrolled, contact the [Access Center](#) at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu). If you are registered with the [Access Center](#) and require an alternate format for the textbook and other course materials, please contact the Access Center.

#### Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

#### Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

#### Sexual Misconduct Policies

It is the policy of Nashville State Community College, in order to maintain an environment in which the dignity and worth of all members of the institutional system are respected, that sexual harassment of employees or students is prohibited. Such conduct is a form of behavior, which seriously undermines the atmosphere of trust essential to the academic environment. This policy is consistent with federal and state laws prohibiting sex discrimination. It is also a policy of the University that willful false accusation of sexual harassment shall not be condoned. Review [NSCC’s Sexual Misconduct Policies](#).

#### Copyright

Nashville State Community College urges everyone in its community to abide by the computer acceptable use policy and comply with copyright law. Copying or sharing music or other copyrighted material, including software, without a permissible copyright defense, such as Fair Use, or a valid

license, is not only a violation of the colleges and the Tennessee Board of Regent's policies, but also illegal. It may have dire personal consequences and jeopardize the individual's continued enrollment or continued employment, as well as future job prospects.

[Acceptable Use Policy](#) (PDF)

Student Support Services

[Student Support Services](#) include resources you may need through the NSCC Foundation and include Campus Cupboard, Child Care Assistance, Textbook Assistance, Transportation Assistance, Community Support Services by County, Mental Health Resources, Health Insurance, Financial Empowerment Center, Support from Monroe Harding, and Homeless Student Liaison.

At the [Student Success Center](#), we'll connect you to resources and opportunities to maximize your success at Nashville State. At the center you will find our Student Success Advisors, Financial Empowerment Counselors, and Student Resource Managers.

Student Wellness

The general well-being of students is an important component of their academic success. Nashville State Community College has several resources available to provide support when needed:

[Tutoring options and appointments](#)

[Academic and student resources](#) for school

[Support services](#)

Student Online Resources

[NS Online D2L Tech Support](#)

[Learning Center and Tutoring](#)

[Student Resources for NS Online and Zoom](#)

[Zoom Basics Tutorial](#)

[Accessing myNSCC Email and Office 365](#)

Free Microsoft Office 365 Applications for Students

[How to Read Your Schedule](#)

[myNSCC Quick Start](#)

[Get Started with NS Online](#)

[How to Purchase Textbooks](#)

Contact the Bookstore at [bookstore@nsc.edu](mailto:bookstore@nsc.edu)

[Learning Center/ Tutoring](#)

ON-CAMPUS RESOURCES

Find what you need on-campus with these [Nashville State resources](#) for students and faculty. Search for jobs at the Career Services Office, find that umbrella at the NSCC Lost and Found or buy textbooks at the bookstore.

## Financial Aid and Attendance

Attendance will be taken for this class and will affect the student's final grade.

Absences in a course may affect a student's final grade.

Tardiness may also affect a student's final grade.

Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.

Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.

If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.

## Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. \*Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

## Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course or e-mailing through D2L/NS Online. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

## Inclement Weather, Campus Closings, and RAVE

Emergency events can happen at any time, and Nashville State Community College wants to notify students if and when they occur. For this reason, all students have been enrolled in the free [RAVE alert system](#). Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check [the Nashville State web site home page](#) at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Your RAVE Username is your NSCC email address. If you have never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

#### Coronavirus Resources

Nashville State Community College continues to monitor COVID-19. We encourage faculty, staff, and students to remain vigilant with personal health. Please refer to the latest [Coronavirus Resources](#) for the latest updates at Nashville State Community College. Students who have been exposed to COVID-19 or who have tested positive must email [virusinfo@nsc.edu](mailto:virusinfo@nsc.edu).

[Latest news and updates](#)

[Responsible Return to Campus Phase Plan](#)

[Current status for campuses](#)

[Campus safety requirements](#)

[What students need to know \(Phase 2 &3\)](#)

[How to self-report for COVID-19](#)