



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

## PROGRAM HANDBOOK

Program: Medium/Heavy Diesel Service Technician

Site: Broken Arrow

School Year:2023-2024

### Instructor and Contact Information

Instructor Name: Michael Girton

Instructor Phone: (918) 828-3163

Cell Phone: (918)934-9920

Instructor Email: Michael.girton@tulsatech.edu

Instructor Office Hours: M-F 7:30AM – 4:00PM

Instructor Credentials: Oklahoma Department of Education Standard Teaching Certificate, ASE Master Certification.

**Instructor Biography:** I was raised in rural Indiana farming and working on everything from motorcycles to trucks, tractors and farm equipment. Attended Indiana State University and then US Army Field Artillery school at Fort Sill in Lawton, OK, serving 8 years in the Army National Guard. Worked for General Motors in Detroit and Chicago, then taught for 12 years in a trade school in South Carolina. I have been at Tulsa Tech for 10 years now.

**Instructional Philosophy:** I'm investing in you

### **Campus/Site Information**

Attendance Office: (918) 828-3031

Counselor(s):

Tammy Garcia, tammy.garcia@tulsatech.edu 918-828-3034

Mike Roak, mike.roak@tulsatech.edu 918-828-3032

Administration:

Jerry Bogle, Director jerry.bogle@tulsatech.edu 918-828-3001

John Peterson, Assist. Director john.peterson@tulsatech.edu

(918) 828-3004

### Program Information

**Program Name:** Medium/Heavy Diesel Service Technician

**Description:** Nationally recognized by Automotive Service Excellence (ASE), Tulsa Tech's certified training program allows you to chart a plan that includes orientation and fundamentals before branching out to a selection of specialty areas that include: (1) Heating and Air Conditioning, (2) Brakes, (3) Electrical and Electronic Systems, (4) Engine Maintenance and Repair, (5) Suspension/Steering, (6) Preventive Maintenance, and (7) Drive Trains. Emphasis will be on Diagnosis, Preventive Maintenance, Component replacement and Repair techniques as well as locating and using factory information and instructions.

**Courses and Hours:** 1050 Hours

AM Class Courses:

Orientation to Diesel Technology

Truck Brakes

Truck Steering and Suspension

Diesel Engine Systems

Diesel Truck Drive Trains

PM Class Courses:

Fundamentals of Diesel Technology

Diesel Truck Preventive Maintenance

Diesel Truck Heat/Air

Diesel Truck Electricity

Diesel Technology Workforce Staging

Also included in the curriculum is a Professional Development Program (PDP). In this program, students will learn the skills needed to become a professional. Some of the topics covered are writing a resume/cover letter, interview skills, communication skills, goal setting, teamwork, and other skills necessary to work in a professional environment.

**Certifications:** Students will have the opportunity to take the "Student ASE Certification" test in the "Medium and Heavy Truck" Automotive Service Excellence, (ASE) area

Students will also work to develop a portfolio using all certificates obtained through our program and industry provided curriculum and training opportunities.

**Career and/or College Opportunity:** Technology in the Transportation Industry is constantly changing and the need for trained and qualified individuals has greatly increased. There are numerous career opportunities for someone with a Truck Service background. Not only is there the service technician, but with additional education and training there is: Service Writing, Parts Professionals, Service Manager, Sales, Tool Representatives, Education, and Design/Engineering of Trucks, just to name a few. Students may also continue their education

through a number of Technical Colleges, choose a career in the military field or even continue to an academic college to obtain their degree.

### Eligibility for Admissions

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student's ability to fully participate or complete a program, or to obtain professional credentials at the program's conclusion.

### Schedule

The cafeteria is open for breakfast from 7:15 a.m. to 8:00 a.m.

Morning Section:

8:00 a.m. Class Begins.

11:00 a.m. Dismissal

Lunch: 11:00 a.m. to 11:50 a.m.

Afternoon Section:

12:00 p.m. Class Begins.

3:00 p.m. Dismissal

\* Break times vary and are a privilege, not mandatory. Do not leave the classroom/lab for breaks until the instructor dismisses the class.

### Classroom Procedure & Expectations

#### **Grading**

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

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

#### **Makeup Work:**

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and make

arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

**Teaching Methods:**

This course may be taught through a variety of delivery methods which may include face to face, lecture, activities, shops/labs, and work-based experience.

**Professionalism:**

The Dress code for Medium and Heavy Duty Technician, will be reviewed with all class policies. Tulsa Tech dress code policies are also in affect.

The use of cell phones is prohibited during class without the instructor's knowledge and permission. Permission will be based upon any emergency conditions and will be on a temporary and individual basis.

**Attendance:**

Students must adhere to Tulsa Tech's district attendance policy.

[Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (<https://tulsatech.edu/about/district-policies>)

**Safety:** Each student will be required to pass the safety test with a score of 100%. The tests will be continuously administered until the 100% is achieved on each test.

1. Uniforms are required, while at TTC. Dresses are prohibited in the shop area. We will be working on live work, so clothing can get dirty and possibly stained.
2. Safety shoes and protective gloves are required. Flip flops or any type of open toed shoe will not be allowed in the classroom or shop.
3. Lockers are available for storage of uniforms, safety glasses, and other supplies.

YOU are responsible for safe behavior at all times. If not in visible view of the instructor, you are still required to act in a way that will not bring injury to yourself or others. You are still expected to concentrate on your immediate task and not distract other students.

Each student will be given a pair of safety glasses. If they are lost, the replacement cost is at the student's expense. You will be responsible for having your pair of safety glasses available for use during class. Do not borrow or loan glasses.

Safety glasses are required any time you are in the in the lab area. This will be strictly enforced. Forgetting or refusing to wear safety glasses will result in loss of grade, loss of lab time, and/or conference with counselor/director.

**ID Badges:** ID badges will be worn at all times while on campus and the badge needs to be easily visible. Additional ID badges can be purchased for \$5.00.

**Accident Reporting:** Any accident that occurs in class, shop, or lab must be reported to the instructor or campus administrator immediately.

**Code of Conduct:**

Tulsa Tech's student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

**Student Conduct:**

Tulsa Technology Center students are preparing for great jobs, and they should dress and act accordingly. Automotive students are expected to wear their uniform correctly each day and their Tulsa Tech ID. Employers often come to the Broken Arrow Campus and students must be aware that their appearance and behavior can influence the decision of hiring our graduates.

Broken Arrow Campus students are also required to perform like students wanting an education. This simply means they are required to be where they should be, on time, with the items, tools, or equipment to do or deliver the work. Forgotten books, safety glasses, homework, pencils, pens, paper, school forms, or anything necessary to learn is unacceptable. Loss of grades can be assessed for each occurrence.

Students are encouraged to participate in all school functions and act like professionals. Smiling, laughing, and friendly students in the proper situation improve attitudes and school climate. Students should be courteous of others at all times and extremely cautious during lab operations.

Non-professional or childish actions such as profanity and horseplay can cause serious injury or property loss. Belligerent attitude, fighting, use of illegal drugs, theft, destruction of any school property, as well as recurrence of improper behavior or dress while on campus will not be tolerated. The consequence for this type of behavior can include lowering of grade, immediate suspension, and removal from the program.

**RULES AND CONSEQUENCES**

1. **BE PUNCTUAL:** Be seated, and ready to work when class begins.
2. **BE ATTENTIVE:** Listen, participate, and follow directions.
3. **BE A TEAM PLAYER:** Teamwork, help each other out.
4. **BE RESPECTFUL:** Respect others and their ideas.

5. BE RESPONSIBLE: Follow all Safety Rules and Procedures.

Follow all School Rules and Class Procedures.

Bring completed assignments and needed supplies to class each day.

6. WEAR YOUR UNIFORMS every day.

Consequences to breaking general rules are, but are not limited to: warning, loss of grades or break time, report sent to parent/guardian for signature, conference with parent/guardian or with counselor/administrator. Violation of Safety rules will result in immediate loss of grade, counselor/administrator intervention, or removal from class.

### Supplies Needed

1 subject Spiral bound notebook (all day students may wish to have two or one multi-subject notebook)

Blue or Black pens, and pencils

USB Flash Drive 4GB or higher

1 Box of Nitrile gloves (100 ct.) you will keep these in your locker.

### Additional Information

**Transportation/Parking:** Transportation is provided for High School Students.

All students must be licensed and covered by insurance to drive or operate a motor vehicle on any campus. Students are not allowed to go to or sit in their vehicles during break time.

Driving is considered a privilege and all students will follow all school rules. The front office must be notified immediately if other students are loitering in the parking lot.

#### **WBE or Clinical Information:**

WBE provides work experience directly related to training received in the classroom, laboratory, and shop setting. To qualify for WBE, a student must:

- Have at least 90% attendance.
- A minimum grade average of a B.
- Receive a teacher recommendation.
- Work with a company that is in their appropriate skill area.
- Take all pre-post tests and competency tests before leaving.

**College Credit Opportunities:**

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification or license, taking an institutional assessment at the college, showing a portfolio, or demonstrating knowledge.

**Other Information:**

Oklahoma Career Tech Student Organizations & Honor Recognitions



Career & Technical Education



NTHS – The National Technical Honor Society



PATH – Professional, Academic, Technical, and Honor

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech’s policy manual at: [Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (https://tulsatech.edu/about/district-policies)