Information Technology Systems

2019-2020
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Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. The College of Technology is one of seven colleges on the ISU campus designed to meet the needs of students—like you.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 25,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be well prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

R. Scott Rasmussen
Dean
II. PROGRAM INTRODUCTION

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Information Technology Systems program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will first be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

PROGRAM ADMINISTRATION

The Information Technology Systems program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho State Board for Professional Education and is approved by the State Board of Education.

COLLEGE OF TECHNOLOGY

Dean: Scott Rasmussen
Associate Dean: Debbie Ronneburg
Technical Department Chair: Michael Wheelock
Program Instructors:
  John Baker  
  Kristie Bell
Program Advisor: Regina Terrell
III. PROGRAM POLICIES

ATTENDANCE

Every student is expected to attend class on a regular daily basis. Should a student be unable to attend for any reason, he/she is responsible for notifying the instructor by 8:00 a.m. The instructors phone numbers are 282-3897 and 282-2205.

The specific attendance rules and policies for the Information Technology Systems program are as follows:

1. Students are expected to be in attendance each class session.
2. Students may have three unexcused absences. Each additional absence results in a 10% grade reduction per absence.
3. A tardy will be counted if a student arrives more than 15 minutes after class starting time. Two tardies will count as one absence.

NOTE:
Employers are very interested in a student's attendance and study habits because they reflect how he/she will perform on the job. Representatives from business and industry on the program’s advisory committee have asked that an attendance policy be established to develop good work habits.

Program Hours and Break Times

Students attend class six hours a day, Monday through Friday, with one hour for lunch. Classes are usually scheduled from 8:00 a.m. to 3:00 p.m. During summer session, all students attend classes from 7:30 a.m. to 2:00 p.m. with half hour lunch.

GRADING POLICIES

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94.5 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>91.5 – 94.49</td>
</tr>
<tr>
<td>B+</td>
<td>88.5 – 91.49</td>
</tr>
<tr>
<td>B</td>
<td>85.5–88.49</td>
</tr>
<tr>
<td>B-</td>
<td>82.5 – 85.49</td>
</tr>
<tr>
<td>C+</td>
<td>79.5 – 82.49</td>
</tr>
<tr>
<td>C</td>
<td>76.5 - 79.49</td>
</tr>
<tr>
<td>C-</td>
<td>73.5 – 76.49</td>
</tr>
<tr>
<td>D+</td>
<td>70.5 – 73.49</td>
</tr>
<tr>
<td>D</td>
<td>67.5– 70.49</td>
</tr>
<tr>
<td>D-</td>
<td>64.5 – 67.49</td>
</tr>
<tr>
<td>F</td>
<td>64.49 or below</td>
</tr>
</tbody>
</table>

Courses listed will be taught in sequential blocks by semester/session. A student must maintain a minimum of 73.5 percent (C-).
SAFETY RULES

Safety guidelines are to be observed at all times. Students must be able to lift 50 pounds. Students must follow safety instructions when operating and servicing equipment. All students need to maintain their electrical tools and hand tools.

ELECTRONIC DEVICES

Cell phone ringing and phone conversations are disruptive to the learning environment. Therefore, cell phone use is not permitted in the ITS program classrooms and laboratories. Cell phones should never be set to ring audibly while in an area of study. If cell phones are carried by students, they should only be set to vibrate and be kept on the student’s person or in a backpack or other personal storage area. Phones set to vibrate should never be left on desk tops to ring and should never be left unattended in the laboratory or classroom.

Students should avoid taking personal calls during class time but most importantly, it is disrespectful to the faculty and other students to take a personal phone call during lecture or instruction. It is understandable that emergencies take place in every student’s life and exceptions can be given in cases that are of the appropriate importance. When it is necessary to take a phone call, please do not answer your phone until you are out of the classroom or laboratory.

Cell phones should be stored in a locker or backpack (away from the testing area) during a quiz or exam.

When a student is found in violation of the cell phone policy the following steps will be taken:

First occurrence: Loss of one participation point (one percent of the overall grade in the course) in the appropriate course.

Second occurrence: Loss of two additional participation points (two percent of the overall grade in the course), as well as a formal letter of warning to be included in the student’s program and college file.

Third occurrence: All remaining participation points will be lost and a second letter will be filed.

Fourth occurrence: A failing grade in the appropriate course will be given.

This policy applies to each course individually and to each session separately. Penalties do not transfer between courses or sessions.

DRESS CODE

Students should be clean and maintain proper personal hygiene. Attire should be comparable to that which is appropriate for the current Information Technology Systems Industry. No shorts, no tank tops, and no open-toed shoes are permitted in any program area. If a student violates this policy, they will be asked to leave the program area and change into clothes which conform with the policy before returning to the program area.
CODE OF CONDUCT

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code Handbook and Calendar available in Student Services.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

COMPUTER MISUSE

Inappropriate use of the computer is considered computer misuse. Any use of the computer must be related to class instruction only. The supervisor of each lab will determine what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology. Refer to the Student Handbook, Student Code of Conduct section, for additional information.

GENERAL DISCLAIMER

Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution, which may include the student’s driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

INTERNSHIPS

While on an internship, Idaho State University Student Handbook guidelines and Student Code of Conduct policies are in effect. The drug and alcohol policies for the company utilizing the program intern are also enforced.

PROGRAM OBJECTIVES

A. Objectives:
   1. To develop entry-level skills in repairing and servicing computer equipment.
   2. To develop entry-level skills in setup and maintenance of computer networks.

B. Outcomes:
   1. Demonstrate the proper operation of computer equipment.
   2. Demonstrate safe and appropriate use of basic hand tools and test equipment.
   3. Demonstrate the proper setup and configuration of computer and computer networks.
   4. Demonstrate safe and appropriate use of basic hand tools and test equipment.
IV. IDAHO STATE UNIVERSITY POLICIES

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.


1. **FERPA** (page 5, D Privacy & Educational Records)
2. **Smoking** (page 19; Smoking Policy ISUPP 2370)
3. **Sexual Harassment and Title IX** (page 18, Sexual Harassment Policy)
4. **Withdrawal** (page 6, Withdrawing from Courses)
5. **Satisfactory Progress** (page 8, Loss of Financial Aid Eligibility)
6. **Academic Standing** (page 10, Academic Standing)
7. **Petitions** (page 16, Petition Policies)
V. COLLEGE OF TECHNOLOGY RESOURCES AND SERVICES

SECTION I
SERVICES FOR STUDENTS

Student Services: This office is located on the main floor of the Roy F. Christensen (RFC) Complex, Room 184 and assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a students’ educational goals.

Hours are 7:30 a.m. to 5:00 p.m. Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

isu.edu/tech/departments/student-services/

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student’s instructor should be contacted first, as many of the training programs have ‘peer tutors’ available who are familiar with the required curriculum and assignments.

isu.edu/tech/departments/resource-center/

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately! Contact the Resource Center, located on the third floor, Room 262, of the RFC Complex or telephone (208) 282-3208 for an appointment to discuss specific tutoring needs.

isu.edu/tech/departments/resource-center/

The Center for New Directions: Located within the RFC Complex on the third floor, Room 372. The Center’s telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/reentering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing ‘non-traditional’ fields of training.

isu.edu/cnd/

SECTION II
REGISTRATION AND FEE COLLECTION POLICY FOR 2019-2020

• All students who are enrolled in semester-based programs must pay their
tuition by the Friday before classes begin to avoid a $50 late fee. For tuition payment information login to the ISU Bengal Web and go to the Finances Tab.

• Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student’s responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

SECTION III
FINANCING YOUR EDUCATION

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at: fafsa.gov. It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for financial aid is: isu.edu/financialaid/

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships available to the general university population.

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Applications for ASISU scholarships are made available every semester to currently enrolled students. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met. Eligibility requirements are usually listed on the posted announcement. Check with College of Technology Student Services office for a list of current scholarships available or you may access this information on-line. isu.academicworks.com/

SECTION IV
SHORT-TERM LOANS

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. The maximum amount of each loan is $500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first. Your ISU internal credit rating will be reviewed prior to loan approval. Failure to pay this loan as agreed will adversely affect the credit rating used internally by ISU.

HOW TO OBTAIN A SHORT-TERM LOAN
Complete a loan application and promissory note at the Office of Finance and Administration, Room 124 in the Administration Building or complete online form at: isu.edu/media/libraries/finance-and-business-affairs/sbstlapp1.pdf

NOTE: The priority deadline for most types of federal financial aid is March 1 of each year, although students are encouraged to apply anytime between January 1 and June 30 of the following year (example, January 1, 2012 to June 30, 2013).

SECTION V
TRAFFIC AND PARKING

NOTE: Please refer to the ISU parking web address at: isu.edu/parking/

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2515 or (208) 282-2625.

Cost:
- General Lot: $100
- Reserved Lot: $300
- Reduced Fee: $50 (at Holt Arena only)

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at owner’s expense when it accumulates in $50 in citations.

Any traffic tickets or resulting fines owed the University must be paid or students’ transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

SECTION VI
TRANSPORTATION

ISU Commuter Bus: The Commuter Bus Service is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. The Transportation office is located at the corner of South 5th and Humboldt Street. Their number is (208) 282-4660. Busses run on a daily basis (Monday through Friday) and puck up students at various locations in outlying areas of the region including Idaho Falls, Exit 113, and Blackfoot. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208) 282-4460, or go to: isu.edu/transportation/

Pocatello Regional Transit (PRT) Located at 215 Bonneville (former Greyhound Bus terminal in Old Town Pocatello). Call (208) 232-0111 for information and schedules. Pocatello Regional Transit
provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge! PRT provides transportation services with the metropolitan Pocatello vicinity. Student discounts are available.

SECTION VII
GRADUATION

NOTE: Students should refer to the policies in the program section of the handbook to determine eligibility for a Certificate and/or Associate of Applied Science degree.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. Students are encouraged to apply the semester before they intend to graduate in order to confirm all requirements are met. Information about applying and costs can be located on the ISU Registrar’s office website: isu.edu/registrar/graduation/

The College of Technology graduation ceremonies are held in May and December. Students who have applied for graduation will receive information regarding this ceremony. The commencement exercise for the entire University takes place once a year, the Saturday following the last day of school in May.

ISU College of Technology students are encouraged to take part in the graduation ceremonies. For most people this is a once in a lifetime experience and an opportunity for family and friends to honor all the graduates. Whether or not a student is unable to attend the graduation exercise, the student’s diploma will be mailed at a later date.
VI. COLLEGE OF TECHNOLOGY

HANDBOOK SIGNATURE FORM AND PHOTOGRAPHY CONSENT RELEASE

HANDBOOK SIGNATURE FORM
I acknowledge that I have received, read and understand the PROGRAM Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME ___________________________ DATE ___________________________

_________________________________________ __________________________________
SIGNATURE BENGAL ID NUMBER

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE
I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in marketing promotional materials (brochures, pamphlets, flyers, etc.).

If there are limitations, please check one of the following boxes.

☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

PRINTED NAME ___________________________ DATE ___________________________

_________________________________________
SIGNATURE
VII. COMPUTER USAGE POLICY

Idaho State University
College of Technology
921 S 8th Avenue, Stop 8380
Pocatello, Idaho 83209-8380

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for University instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME _______________________________ DATE __________

SIGNATURE __________________________________________ BENGAL ID NUMBER
VIII. REQUIRED TOOLS/EQUIPMENT

Rosewill Tool Kit RTK-045 Computer Tool Kits for Network & PC Repair Kits with Plier Hex Key Bits ESD Strap Phillips Screwdriver Bits & Socket Sets – Available through Amazon $30.00