



**Idaho State
University**

**College of
Technology**

DIESEL/ON-SITE POWER GENERATION TECHNOLOGY

2021 – 2022



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I. Message from the Dean

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. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

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 23,000. 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 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!

A handwritten signature in black ink that reads "Debra Kay Ronneburg". The signature is written in a cursive, flowing style.

Debra Ronneburg

Interim Dean

II. COVID-19 Information

Idaho State University has returned to in-person instruction and on-campus activities for Fall 2021. To protect the health and safety of our entire campus community, Idaho State will continue to follow CDC guidelines.

Effective August 11, 2021, face coverings are required indoors for all individuals – regardless of vaccination status – unless alone in a private office, campus residence, or workspace.

The University is not implementing any physical distancing requirements, and face coverings are not required when outside on any of our campuses. The on-campus face covering requirement for indoor spaces will be reviewed every two weeks and removed as the local situation improves.

COVID-19 Screening Program

The University's non-invasive, saliva-based screening program is available to members of the campus community who may have COVID-19 symptoms, know COVID-19 exposure, or related to travel requirements. For more information or to schedule a screening, please visit isu.edu/roaringback/covidscreening.

COVID-19 Self-Report Form

If you believe you have symptoms of COVID-19, have had a recent positive COVID test, or have come into contact with someone who has tested positive for COVID, please fill out the COVID-19 Symptoms, Exposure, & Test Result Self-Reporting Form. isu.edu/self-reporting-form

COVID-19 Vaccination Information

The COVID-19 vaccination is widely available at no cost. Idaho State University has many pop-up vaccination clinics available this fall for students, faculty, and staff. The vaccine is also available at local clinics and pharmacies.

Help Idaho State Say In Person This Fall: Get Vaccinated!

III. 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 Diesel/On-Site Power Generation Technology program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook 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 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 Diesel/On-Site Power Generation Technology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho State Board for Professional Technical Education and is approved by the State Board of Education.

College of Technology

Interim Dean	Debra Ronneburg
Interim Associate Dean	Darin Jernigan
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Gerald Holmes
Program Instructors	Terro Anderson
	David Nava
	Kevin Cornwall
	Brent Romriell
	Bret Wilde

Instruction Assistant
Program Academic Advisor

Warren Scrivner
Michelle Havens

Program Information

Degrees/Certificates Offered

- | | |
|----------------------------------|-------------------------------------|
| • Advanced Technical Certificate | Diesel Technology |
| • Advanced Technical Certificate | On-Site Power Generation Technology |
| • Associate of Applied Science | Diesel Technology |
| • Associate of Applied Science | On-Site Power Generation Technology |

Mission Statement

To prepare students for successful employment in maintenance of diesel powered mining equipment, over-the-road trucking, and agricultural equipment with an additional option to obtain training in on-site power generation and discover new opportunities in that career field.

Program Objectives

To produce graduates who can perform complex diagnostic operations, repair, and maintain the latest heavy truck, agricultural, or mining related diesel equipment; to include an option to complete training in diesel electric generator repair.

Student Learning Outcomes

Graduates of the Diesel/On-Site Power Generation Technology program will have the following learned capabilities:

1. Understand and demonstrate safe shop practices, tool identification, and tool usage.
2. Demonstrate proficiency in diagnosis, troubleshooting, repair, and maintenance of hydraulic and hydrostatic systems.

3. Demonstrate an understanding of basic electrical theories of circuits, components, use of diagnostic equipment, and wiring diagrams.
4. Demonstrate an understanding of mechanical theories of power trains found in heavy truck, agriculture, and earth moving equipment from clutch to final drives.
5. Show proficiency in troubleshooting, maintaining, and repairing cab climate controls.
6. Demonstrate the ability to service diesel fuel systems to include valve lash, fuel timing, and understand the basic components of fuel composition.
7. Understand the chemistry of fuel/air ratios, the purpose of emissions systems, and electronic fuel injection principles.
8. Demonstrate the ability to analyze, troubleshoot, and repair air/hydraulic brake systems, drum/disc systems, and understand the principles of heavy duty brake applications in diesel powered trucks, ag equipment, and earth movers.
9. Demonstrate the ability to assemble and disassemble engines, apply torque specifications, the use of the dynamometer, the importance of emission controls, electronic engine control elements, and electronic fuel injection as it pertains to diesel powered vehicles.
10. Demonstrate proficiency in diagnosis of electrical or electronic components of diesel powered generator systems.
11. Demonstrate the ability to troubleshoot, repair, and maintain diesel and gaseous powered generator systems.

Historical Background and Overview

The Diesel/On-Site Power Generation Technology program at Idaho State University, College of Technology, has been training diesel mechanics since 1945. The first classes ranged from nine to eighteen students with one instructor and was taught in a barracks building the first year. The program then moved into the Vocational Arts Building until 1957. In 1967, the program moved to the new Phase I facility in the Roy F. Christensen Building Complex. In 1968, the school purchased the 25,246 square foot Armory Building on Second Avenue and the program moved to that facility. The larger facility allowed a new concept of operation to be implemented. The program was now able to register students five times a year instead of the traditional once a year. The 18,200 square foot Dowling Building was later purchased by the University to allow further expansion of the Diesel program. The Dowling Building now holds the On-Site Power Generation of the Diesel Technology program.

The Diesel/On-Site Power Generation Technology program now has a five-instructor faculty and one full-time instructor aide. Annual enrollment has maintained around the 50 to 65 students per year level for the past several years. A shortage of trained

technicians for the diesel industry has kept student enrollment strong and has helped job placement maintain close to 100% average.

Statistics show that the heavy-duty diesel industry will have a shortage of technicians to fill industry needs into the next decade.

The challenge faced by technical training programs today is to keep up with the changing technological advances seen in modern machines. The use of electronics in engine, transmissions, and hydraulic systems, along with advanced diagnostics, has required students to become trained in these new technologies.

Idaho State University's Diesel/On-Site Power Generation Technology program has strived to acquire the latest training equipment and instructional materials to meet these needs. The program has earned a reputation as one of the top diesel programs in the United States in terms of quality education for the students and employable graduates for industry. Training institutions from throughout the Intermountain and Northwest area have visited the program to improve their own programs.

Curriculum

The Diesel/On-Site Power Generation Technology program is a competency-based curriculum designed on input from practitioners in the field. Students may select from four program options. These options build from one to another. Students are advised to study the options early and to plan their program options so that the most effective use of time can be achieved.

An Advanced Technical Certificate in Diesel Technology will be awarded when a student completes six, eight-week sessions of component training for 56 credit hours. By completing an additional eight-week session of Live Work or one session of Internship, plus sixteen general education credits, a student will then be eligible for an Associate of Applied Science in Diesel Technology.

An Advanced Technical Certificate in On-Site Power Generation Technology is available for students who complete five, eight-week sessions of diesel equipment component training and two, eight-week sessions in on-site power generation technology training. By completing two additional sessions; one in Diesel Power Trains and one in Live Work, plus sixteen general education credit hours, a student will then be eligible to receive an Associate of Applied Science in On-Site Power Generation Technology.

The program has a strong live-work component that provides hands-on experience designed to replicate what the graduates will be doing in the field. Eight credit hours of live work are incorporated into four of the five options available to students or an eight credit hour internship can be done in place of live work if available.

To get a better understanding of the scope and depth of the hands-on and theory mix as well as the variety of types of training equipment and instructional approaches used, an on-site visit is recommended.

Internship has been a part of the Diesel program for a number of years. Through this credit course, students spend one session working in a diesel-related business. For example, the hosting business signs a training agreement with the school that outlines what the student is expected to do and learn. This sort of interface with industry has been very valuable both to our students and our instructors.

Facilities & Equipment

The Diesel/On-Site Power Generation Technology program is housed in a large facility. Classroom and well-equipped labs are adjacent to large open shops which allow for large pieces of diesel equipment to be worked on inside.

The Diesel/On-Site Power Generation Technology programs are capital-intensive programs that rely on the private sector to keep the programs supplied with technologically current equipment and parts for training.

This program has extremely strong ties to industry and receives donations from throughout the United States. The On-Site Power Generation Technology program has received over \$100,000 in donations within the past three years and the Diesel Technology program has received over \$50,000 in donations within the same time period.

Hands-on experience occurs in every course along with theory. The live-work component of the program provides students with a working environment that would be very similar to what they would find in industry. Area trucking firms, salvage dealers, large farms, contractors and others in businesses, that use diesel and hydraulic equipment, provide the machinery on which the students work. Two of the four options require eight weeks of live-work training.

Program Success

As with most vocational-technical programs at ISU College of Technology, the Diesel programs have had great success placing graduates in jobs relating to their training. Industry sources indicate a severe shortage of diesel technicians in all sectors of the diesel industry will continue into the near future. Skilled technicians are needed to work on the highly complex electronic equipment seen in today's work place.

IV. Program Policies

Attendance Policy

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 7:30 am. Contact your instructor at (208) 282-5814. If unable to reach either instructor, contact the Department Chair, NAME, at (208) 282-xxxx.

The specific attendance rules and policies for the Diesel/On-Site Power Generation Technology program are as follows:

Excused & Unexcused Absences

The Diesel/On-Site Power Generation Technology program requires a minimum number of hours of attendance to pass each section of the program's courses.

Arrangements for Absence in Advance

1. Talk to your instructor.
2. Get an assignment and due date for that assignment before leaving, if you can.
3. Know what is expected of you.

Excused Absences

1. Is one that requires a doctor's or professional signature, stating time and date of absence.
2. Death in the family or a friend's death.
3. Valid illness.
4. Business and/or personal absence that cannot be taken care of after 3:00 pm.

How Missed Time Will Be Made Up

1. Time missed will be made up by making arrangements with instructor in charge, within two days after you return from an absence. Make-up work will be completed by:
 - a. Oral report to the class.
 - b. Written report or outline over subject material missed.
 - c. Working after 1:30 pm, if an instructor is on the floor.
 - d. Combination of the above.
 - e. Special assignment or project (a report on something new in the diesel field.)

2. Student will be given grade on quality and quantity of the makeup work.
3. A due date will be designated for the make-up assignment or project. Late reports will be graded accordingly.

Unexcused Absences

Unexcused absences will not be made up. A zero will remain in the grade book.

Program Hours & Break Times

Avoid tardiness. School hours: 7:30 am to 11:30 am, 12:00 pm to 2:00 pm.

On-Site Power Generation Technology school hours: 7:30 am to 11:30 am, 12:15 pm to 2:30 pm.

There will be a 15-minute break at 9:30 am. DO NOT STRETCH IT! There is no afternoon break.

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.

Grading Policy

Daily assignments are due on that day or 10% will be deducted per day until the assignment is received. The following numerical grades are used daily to evaluate the student's progress in the shop and lab:

Letter Grade	Percent	Points
A	93-100	4
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2
*C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1
D-	60-62.9	0.7

Letter Grade	Percent	Points
F	Below 60	0

*Required in core classes to enter Live Work.

Records of progress and achievements are kept and filed in the permanent record file of each student. Grades are given in both theory and practical class hours. Grades are recorded at the end of each session and will reflect on average of all test scores as a final grade. Appearance and attitude are also figured in as a part of our grade.

Dress Code

1. Classroom – street clothes
2. Shop or Lab – coveralls, hard leather shoes or boots
3. Safety glasses

Program Shop and Safety Rules

1. If you cannot make it to school, be sure to call the school.
2. If you are absent one or more days, arrangements for lost time and assignments must be made within two (2) days after your return to school or the zero (0) remains in the grade book.
3. No smoking or drinking of beverages in the classroom.
4. Conduct in Class:
 - a. Keep your feet on the floor, not someone's chair.
 - b. If you want to ask or answer a question, raise your hand.
 - c. If you become sleepy, stand up and go to the back of the room.
5. Do not go into other class areas that are in session.
6. Put all handout sheets in your notebook.
7. If you leave your tools, clothing, or books out after class and an instructor finds them, it will cost you 25 cents an item to get them back.
8. Park your vehicles in the designated areas.
9. Be ready to go to work on time in the shop.
10. Live-work students – clock in.
11. Please handle all books, computers, and service manuals with care. When using books in the shop areas, make sure your hands are clean. Grease destroys the pages.
12. Ask your instructor for a shop job, understand it, and go to work.
13. Stay on the job you are assigned to – leave it only when necessary.

14. Accept shop assignments and carry them out fully. Have instructor inspect them.
15. Determine needed parts for the job and order all of them at one time.
16. Start an overhauled engine only when your instructor is present.
17. If you aren't sure, make sure. Look it up in a manual or get an instructor's assistance.
18. Operate equipment only after you have had proper instruction. Take proper care of it.
19. All waste material for burning or welding will be cleaned up each day and placed back outside.
20. All dirty rags will be placed in the red can barrels.
21. Do not sit on workbenches.
22. Vises:
 - a. Do not hammer on them or use for cutting or burning.
 - b. Never place engine parts in a vise without some protection around them.
23. You should have 4'x4' canvas to cover your engine or parts.
24. Office telephone use – Ask permission before using. Business only.
25. No writing on the walls in the restrooms or labs, etc.
26. Lockers:
 - a. Use for all clothing and books.
 - b. Use tape to put your name on the lockers, not paint.
27. Application of theory. Learn to talk like a technician, know parts, use proper names for parts, tools, etc.
28. No parts will be taken off components or units without special permission.
29. Do not lock up ISU or customer materials in your tool box.
30. Items on customer units supplied by tool room must be recorded on work order. Inform tool room attendant what work order items go on (oil, bolts, nuts, fluids, etc.)
31. Turn off all lights and equipment after using it.
32. No smoking. Smoking and vaping are not allowed on campus.
33. Instructor's Offices:
 - a. Instructors should have some time to themselves; coffee breaks, lunch hours and after 2:00 pm, to work on grades, books and papers.
34. Use exhaust system when running engine in shop.
35. Work safely. Be sure it is safe. Do not take chances.
36. Be careful for yourself and others around you. Keep your mind on what you are doing. Be alert at all times.
37. Watches and rings are a hazard and should not be worn. Necklaces and chains can catch in machinery.
38. Long hair is a hazard. For safety factors, hair will be cut above the collar, tied back, or somehow restrained.
39. Safety rules will be enforced in all areas that require them.

40. A shield or safety glasses will be worn when grinding or cleaning with power equipment. Proper eye protection is necessary when drilling, chipping, welding, or burning.
41. Be careful of fire – watch out for gasoline and other flammable materials. Know where the fire extinguishers are, and learn how to use them.
42. Safety glasses and coveralls, must be in good condition. Work-type leather shoes must be worn in all lab and shop areas.
43. Avoid horseplay, scuffling, etc. If you want to learn, work don't play!
44. Grease and oil on floor:
 - a. Dry floor or wipe up for safety.
45. All work on units in the shop will be made safe by proper blocking or the use of floor stands before working on units. Make sure all stands are solid and secure.
46. Forklift: Do not drive unless you have a valid forklift license.
47. Be careful going in and out of shop with equipment, watch door, students, etc.
48. If you leave hot metal laying around, please mark HOT with chalk.
49. Throwing snowballs is dangerous – especially if it hits someone's eye!
50. Clean your feet when leaving shop area. Your feet may be covered with grease or oil. Not only dirty, but dangerous too.
51. Cell Phone Policy:
 - a. During classroom instruction, faculty and students are required to put cell phones into a status that will not interrupt class.
 - b. Faculty and students alike need to be sensitive to how potentially disturbing the interruption of cell phones can be.
 - c. Faculty and students are not to conduct outside calls during lab time. While less intrusive than in a classroom, conversations on cell phones take away from valuable instruction time in the lab.

ANYONE NOT COMPLYING WITH SCHOOL RULES WILL BE GRADED ACCORDINGLY!

WORK SAFELY. THINK BEFORE DOING.

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 Handbook and calendar available in the ISU College of Technology Student Services Office.

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

SMOKING IS NOT PERMITTED IN ANY STATE OF IDAHO BUILDING.

Tool Room Procedures

1. Students are not allowed in the tool room unless asked by the attendant, or accompanied by an instructor.
2. Everything that leaves the tool room MUST be written in the check-out book.
3. It is the student's responsibility to make sure the tools, manuals, and computers are returned at the end of each day, and checked off in the log book. Do not just leave them lying on the counter.
4. Students MUST CLEAN all tools before they are returned to the tool room. They will not be accepted until this is done.
5. When using books, manuals, and computers in the shop areas, make sure your hands are clean.
6. Be sure you know the size, length, and thread of the bolt, etc. you want BEFORE coming to get it in the tool room.
7. There will be NO tools check out of the tool room after 2:00 pm unless otherwise arranged for through your instructor, and your instructor will sign them in and out.
8. NO tools will leave the school or be taken home.
9. If the tool is broken, please let an instructor or the tool room attendant know so it can be replaced or fixed.

Tool Insurance

Your tools represent a major investment. Although Idaho State University strives to protect your investment, there are occasions when loss by theft occurs. Industry does not provide insurance coverage for individual tool loss, and likewise, our insurance will not cover your personal loss. We urge you to make the necessary arrangements with a private insurance company to cover the cost of your tools before leaving them overnight in school labs.

Communicable Disease Safety Procedures

The following guidelines are meant to address program procedures established to reduce the chance of transmitting the Human Immunodeficiency Virus and other communicable diseases from one person to another. Should an incident occur where someone in the program area is bleeding, notify the instructor and/or program coordinator immediately.

1. In case of bleeding incident, no-sterile disposable gloves shall be worn by a person who may handle the blood when providing care for nosebleeds, bleeding gums, cuts, wounds or secretions from open sores. These gloves are to be provided to

all faculty, staff, and students who are serving in a supervisory capacity, i.e., instructors, instructor aides, and clerical.

2. Any blood soiled items such as bandages or clothing that result from a blood spill or bleeding incident will be placed in an autoclave bag which will be taken to the University Health Center for processing.
3. Any spills resulting from a bleeding incident shall be cleaned up with a solution of 10% chlorine (1 part chlorine to 9 parts water). Rags or towels used in the cleaning will be placed in an autoclave bag, which will be taken to the University Health Center for processing.
4. Individuals having lesions (such as scratches or abrasions) on exposed extremities should cover their wounds prior to any instructional activity and should be advised not to come in contact with blood or blood products.
5. Kits containing disposable gloves, disposable towels, chlorine solution, and masks will be readily accessible in the instructional area. Kits are available in the program area located in close proximity to first aid kits.
6. These guidelines are posted on the program area bulletin boards.

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.

Disability Services

Mission Statement

The mission of Disability Services (DS) is to increase equal opportunities and equal access to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.

Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

Promotes a culture of self-advocacy, responsibility, and agency.

Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.

Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.

Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services; Division of Student Affairs

Rendezvous Complex, Room 125

921 South 8th Avenue, Stop 8121

Pocatello, ID 83209-8121

Phone: 208-282-3599

Fax: 208-282-4617

VP for ASL: 208-417-0620

Email: disabilityservices@isu.edu

Office of Equity & Inclusion

Mission Statement

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create an environment where all members of the ISU community can thrive.

[Our](#) webpage will detail the specifics of each of our areas of service to the campus

community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

Contact Information

Office of Equity and Inclusion

Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829

V. College of Technology Policies

Intoxicants Policy

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant of a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

Disciplinary Procedure

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the

incident(s) occurred.

3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

Notification Procedures

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.
2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal

from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.

3. A Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

Procedure for an Appeal to Scholastic Appeals Board

1. If the student wants to appeal the decision reached in the formal hearing, he/she must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.
2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean's formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.
3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.
4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.

VI. 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. Academic Integrity (page 15; Academic Integrity and Dishonesty Policy ISUPP #4000 for Undergraduates)
2. Academic Standing (page 10; Academic Standing)
3. Petitions (page 16; Petition Policies)
4. Sexual Harassment (page 18; Sexual Harassment Policy)
5. Smoking (page 23; Smoking Policy ISUPP 2370)
6. Substance Abuse (page 20; Substance Abuse Policy)
7. Withdrawal (page 6; Withdrawing from Courses)

isu.edu/Student_Handbook

Additional Idaho State University policies:

1. FERPA
 - isu.edu/ferpa
2. Title IX
 - isu.edu/titleIX
3. Satisfactory Academic Progress
 - isu.edu/satisfactory-academic-progress

VII. Idaho State University Resources and Services

The following are Idaho State University resources and services to help our students succeed.

For more information on each topic, please use the links given.

1. Career Services
 - isu.edu/career
2. Commencement
 - isu.edu/graduation
3. Counseling and Testing Services
 - isu.edu/ctc
4. Disability Services
 - isu.edu/disabilityservices
5. Health at ISU
 - isu.edu/health
6. Parking Services
 - isu.edu/parking
7. Student Resources
 - isu.edu/student-resources

VIII. College of Technology Resources and Services

Section I: Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services 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 student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800. isu.edu/tech/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.

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 TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 101 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. 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/re-entering 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 'not-traditional' fields of training. isu.edu/cnd

Section II: Registration and Fee Collection Policy

- 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 BengalWeb 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:

studentaid.gov/fafsa

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 through the Bengal Online Scholarship System (BOSS).

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. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met.

isu.edu/scholarships

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.

isu.edu/short-term-loans

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) 282-2625.

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 the owner's expense when it accumulates \$50 in citations.

Any traffic tickets resulting in fines owed to the University must be paid or student's 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 Express: Idaho State University Commuter Express is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. Buses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls

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/commuter-express

Bengal Shuttle: Pocatello Regional Transit (PRT) 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 within the metropolitan Pocatello vicinity. Student discounts are available. For information on schedule and drop off points, go to:

isu.edu/parking/bengal-shuttle

IX. Handbook Signature Form & Photography Consent Release



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Diesel/On-Site Power Generation Technology 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 #

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 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

X. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or whootherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extentof 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 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 #

XI. Tool List

The following tools are necessary for all stages of the Diesel Tech program. These tools should be available in all courses at all times.

- 1 each 1/4" drive – socket, 6 point hex, regular length sizes: 3/16", 7/32", 1/4", 9/32", 5/16", 11/32", 3/8", 7/16", 1/2"
- 1 each 1/4" drive – socket, 6 point: 5, 6, 7, 8, 9, 10, 11, 12, 13 mm
- 1 1/4" drive – ratchet, reversible
- 1 1/4" drive – extension, 3 1/2"
- 1 3/8" drive – socket, 6 point regular length sizes: 5/16", 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4"
- 1 3/8" drive – 7" minimum ratchet, reversible
- 1 each 3/8" drive – extension, 1 3/4", 3 1/2", 5"
- 1 each 3/8" drive – socket, 6 point, deep length sizes: 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4"
- 1 each 3/8" drive – socket, 12 point, impact universal joint sizes: 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4"
- 1 each 3/8" drive – socket, 6 point, regular length sizes: 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 mm
- 1 each 1/2" drive – socket, 12 point, regular length sizes: 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8", 15/16", 1", 1 1/16", 1 1/8", 1 1/4"
- 1 1/2" drive – Adapter, 1/2" F, 3/8" M
- 1 1/2" drive – ratchet, reversible 10 1/4" minimum
- 1 each 1/2" drive – extension, 2 1/2", 5", and 10" long
- 1 1/2" drive – flex handle, 18 1/2" long minimum
- 1 each 1/2" drive – socket, 6 point, regular length sizes: 13, 14, 15, 16, 17, 18, 19, 21, 22, 23 mm
- 1 Battery post cleaner
- 1 Brush, wire
- 1 Chisel, cold, 5/16" cut, 1/4" hex, 5 1/8" long
- 1 Chisel, cold, 3/4" cut, 19/32" hex, 7" long
- 1 Chisel, cold, 5/8" cut, 23/32" hex, 8" long
- 1 Drill Index
- 1 Extractor set (easy outs)
- 1 File, mil bastard with handle, 12"
- 1 File, round bastard with handle, 14"
- 1 File, tri-corner with handle, 10"
- 1 Flashlight, heavy duty 2-D cell
- 1 Gauge, feeler 26 pieces: .0015 - .025 offset, 45 degree angle recommended
- 1 Hacksaw

1	Hammer, ball pein, 1lb, polished only, 14 1/2" long
1	Hammer, ball pein, 40 oz
1	Hammer, deadblow, plastic, or rubber 3lb
1	Piece of canvas 4 foot by 4 foot
1	Magnet, telescoping, 16 3/4" long
1	Multimeter, digital (check with instructor before purchasing)
1	Pliers, lock ring, 8 1/4"
1	Pliers, diagonal cutting, 8"
1	Pliers, external snap ring, 7" and 9", hole type
1	Pliers, internal snap ring, 7" and 9", hole type
1	Pliers, snap ring, 9", flat and type
1	Pliers, lever wrench (vise grips), 8"
1	Pliers, needle nose, side cutting, 6"
1	Pliers, power track, (channel locks), 10"
1	Pliers, slip joint, 8"
1	Pliers, electrical stripper/cutter/crimper, 8"
1 each	Punch, pin, 1/8" dia, 5/32", 3/16", 1/4", 5/16", 3/8" end diameter
1 each	Punch set, tapered start, 5/8" x 12" L, 3/4"
1	Punch, 5/8" Center
1	Punch, brass drift, 1/2" straight, 12" L
1 set	Punch, brass drift set, 3 piece min.
1	Roll head bar 19/32" hex, 16" long, Snap-On #1650, Mac #LF16, or equivalent
1	Ruler, flex steel, 1/2" x 6", #4 graduations
1	Scraper, carbon 12", HD plastic handle
1 set	Screw extractors (easy-outs)
1 each	Screwdriver, Phillips #1, 6 1/2" and #2, 8 1/4"
1	Screwdriver, standard tip, round shank, 13"
1 each	Screwdriver, standard tip, square shank, 6 1/2" and 10 1/2"
1	Solder gun
1	Square, combination 12
1	Tape measure, 1/2" x 12'
1	Test light
1	6" Dial Caliper
1 each	Wrench, flare, 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
1 each	Wrench, flare, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21 mm
1 each	Wrench, combination sizes: 1/4", 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8", 15/16", 1", 1 1/16", 1 1/8", 1 1/4"
1	Wrench, 14", heavy duty, pipe
1	Wrench filter strap
1	1/2" Drive torque wrench, 25 ft/lb – 250 ft/lb torque, torque left and right

- 1 each Wrench, combination sizes: 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, mm
- 1 each Adjustable wrench (crescent) 8", 12"
- 1 SAE allen wrench set: 1/16" to 3/8"
- 1 Metric allen set: 1.5 mm to 10 mm
- 1 set Torx sockets T10 to T55
- 1 4 Piece mini pick set
- 1 set Pry bars (various lengths)
- 1 Butane torch
- 1 Tool chest, six drawer, removable top, 26"W x 12"D x 14 1/2"H
 - 1 full size removable tote tray, 3-4" width drawers 2"D
 - 2 full-width drawers 2"D, 1 full-width drawer 4"D