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Northeast Wisconsin Technical College

Land Acknowledgement Statement

The region served by NWTC **occupies the ancestral home** of the Menominee Nation, who have **persisted here** in Northeast Wisconsin from **before recorded history** to the present day. The College's Green Bay campus exists **upon lands ceded from the Menominee Tribe to the Oneida Nation**. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations as are the **lands of all First Nations People**.

See more detail at <https://tinyurl.com/244wh3xf>

Gas Field 3 SYLLABUS

Catalog #31-469-311 & Class #81861

Starts: October 18, 2023 Ends: December 14, 2023



INSTRUCTOR INFORMATION & RESPONSIBILITIES

Instructor Jason Nelson
Office EE101M
Telephone 920-498-6392
Email Jason.nelson@nwtc.edu
Availability 12:00- 1:00 MTWR

CLASS INFORMATION

Class Schedule & Class Meeting Location: This class meets on the following days/times:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00-11:30	7:00-11:30	7:00-11:30	7:00-11:30			

Class Delivery Mode & How to Participate: *This class meets in an 8-Week format in-person.*

Course Description: 31-469-331 GAS UTILITY FIELD TRAINING 3 ...installation and repair of steel mains and services, applied field welding and maintenance, line testing and leak detection procedures, approved safety installation procedures using hand tools and supportive equipment. (Prerequisite: 31-469-320, Gas Utility Field Training 2)

Credits: 5

Pre-requisites/Corequisites: *Pass Drug Screen, Gas Utility Field Training 1, Gas Utility Field Training 2*

Textbooks: NFPA 54 Fuel gas code book

EnergyU Online Computer courses provided by Midwest Energy Association (MEA)

*Students must have a computer or access to computer with internet access.

Supplies/Technology:

1. ANSI Approved Safety Glasses (clear and shaded)
2. ANSI Approved Work Shoes-Safety toes-(not low cut-at least 6" high for ankle support)
3. Rubber Boots – (over the shoe- knee high)
4. Rain Suit - Construction grade (jacket with hood preferred)
5. Pocket Knife or Leatherman style plier/knife combo
6. Watch – Digital or analog with second hand
7. ANSI Approved Hard Hat

8. ANSI Approved Traffic Vest – with reflective strips and/or High visibility cotton shirt
9. Steel Tape Measure – at least 12 foot
10. Work gloves (leather preferred)
11. Sunscreen
12. Hard Hat winter liner * winter
13. Insulated Coveralls * winter
14. Insulated Boots * winter
15. Black sharpie marker
16. Flashlight

Course Competencies:

- 1 Illustrate steel gas main distribution system
- 2 Join steel pipe
- 3 Weld steel pipe
- 4 Protect steel systems from corrosion
- 5 Describe gate and regulation stations
- 6 Describe housepiping codes
- 7 Install gas housepiping
- 8 Use good customer service
- 9 Join Plastic Pipes mechanically

Employability Skills: In addition to specific job-related training, NWTC has identified the following transferrable employability skills reaching beyond the context of a specific course:

1. Communicate Effectively
2. Work Cooperatively and Professionally
3. Think Critically and Creatively
4. Solve Problems Effectively
5. Value Individual Differences and Abilities
6. Demonstrate Personal Accountability
7. Demonstrate Community and Global Accountability

Student Services to Support You:

Being in college is an exciting time to develop skills, further your career path, and build community. We don't want financial challenges to get in your way! Our team is ready to support basic needs such as groceries, housing assistance, transportation assistance, and more. Our goal is to keep you on track with your studies and educational goals. If you are experiencing a financial emergency or an unexpected event in your life, let us help. Support services are available at all NWTC locations. Our main office is located on the Green Bay campus in SC133. We can be reached by phone (920) 498-6258, email supportservices@nwtc.edu or in-person. For more information, please visit us at www.nwtc.edu/student-experience/student-support-services.

Additionally, NWTC provides many services and support networks to assist our students. Descriptions of these services can be found in the NWTC Student Handbook or at www.nwtc.edu/students. We encourage you to learn about the resources available to you, ranging from student involvement and personal counseling to

academic, financial aid, or career advising. When you are looking for services, please contact your instructor or academic advisor via Starfish, or by calling (920) 498-5444.

Academic Coaching (Tutoring) at NWTC: Academic Coaching provides an additional layer of support to ensure students achieve their academic goals. Academic Coaching is committed to serving all students as an academic resource to promote student growth and success. Students who use Academic Coaching receive content help, but also gain study skills, organization skills, time management, and confidence. We understand that school can be challenging; let us help you reach your academic goals at www.nwtc.edu/academiccoaching

NWTC ALL-COLLEGE POLICIES

These policies are in effect for all classes at NWTC.

This syllabus is a learning contract between you and your instructor. In addition to your syllabus, there are policies and procedures listed in the NWTC Student Handbook that all students must uphold. Please refer to the NWTC Student Handbook to raise your awareness and understanding of the College's expectations.

[NWTC Student Handbook](#)

- [Academic Integrity \(includes Plagiarism, cheating and collusion\)](#)
- [Drop from a Class or Program](#)
- [Student Academic Grievance](#)
- **Discrimination and Harassment Prevention:** NWTC is committed to embracing the worth of every individual and promoting a respectful environment. Discrimination and harassment of protected categories in its employment and educational programs is prohibited. For questions or concerns, contact Mohammed Bey, Chief Diversity Officer, by email at mohammed.bey@nwtc.edu or by phone at (920) 498-6826.
- **Disability Act Statement:** NWTC is committed to creating a learning environment that meets the needs of its diverse student body. NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. If you have a disability, please call Disability Services at (920) 498-6904 to begin a conversation regarding the support services available to you or to request an official accommodation.
 - [Accessibility & Data Privacy](#)

Student Academic Calendar: Visit [Academic Calendar page](#) for important College dates you should add to your personal calendar.

Include any department-specific policies here.

CLASS SPECIFIC POLICIES

In addition to the college policies referenced, the following instructor policies also apply to this course.

Attendance and Participation:

Appropriate Use of Technology:

Cell phone usage is prohibited during all class sessions, shop, and field activities. This includes both cell phone calls and text messaging. Your cell phone should always be set on the 'silent mode' so an incoming call will not disrupt the class. The only exception is if you have an emergency. Advise your instructor prior to start of class of your need to use cell phone. Refer to written cellphone policy that you will be required to sign at the beginning of this semester.

Other Policies: Class size will be limited to 20 students

All students will conduct themselves as if this were a position in the gas industry. Will be required to wear protective uniform at times.

Safety rules will be emphasized and strictly enforced throughout the course.

Safety Rule: Two Man Rule – When operating any excavation equipment there must always be two students. One student will always be the safety ‘spotter’ when the other student is operating the equipment. Also, when backing up any of the program vehicles there must always be a safety ‘spotter’ to direct the driver to prevent backing accidents.

Attendance and Participation:

Homework assignments are due at the beginning of class on the date they are required to be completed.

Labs are considered part of the class and all students are expected to participate. Labs will not be complete until all material, tools and equipment have been properly stored and the work area cleaned. Students will not be allowed to leave until formally dismissed by the instructor. It will be counted as an absence for the day when a student leaves without notifying the instructor.

Students are not allowed to wear sleeveless shirts or shorts for outside field or shop activities.

Campus Closure Day(s) Procedure:

In the event a campus closure occurs, there are two emergency closure dates built into the end of each 8-week session. Within 24-hours of a college cancellation, Instructors will provide detailed information regarding expectations for students.

Syllabus Changes:

Instructors retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues. Students will be informed as soon as a change is made. A current copy of the course syllabus will be maintained by the division office.

Campus Closure Day(s) Procedure:

In the event a campus closure occurs, there are two emergency closure dates built into the end of each 8-week session. Within 24-hours of a college cancellation, Instructors will provide detailed information regarding expectations for students.

CLASS SPECIFIC POLICIES

In addition to the college and department policies referenced above, the following instructor policies also apply to this course.

Field/Lab Core Abilities:

Safety
Attitude
Teamwork
Initiative/Motivation
Responsibility
Quality/performance

NOTE: This core abilities will be used to determine your instructor/lab aide field work evaluation score. This score will be 20% of your final grade.

Program Outcomes: Program outcomes are the macro skills that go beyond the context of a specific course and are essential for an individual's occupational role. Program Outcomes are taught and reinforced in numerous program courses throughout a program curriculum.

This course addresses the following program outcomes:

Communicate technical information
Operate tools and equipment
Join Pipe
Install Natural gas distribution systems
Maintain gas distribution systems
Operate pipeline excavation equipment

Estimated number of hours required to be successful in the class, (class hours and outside hours for homework, readings, etc.)

Technology Help

Get technical assistance by calling the Student Help Desk at (920) 498-6900 or 1-866-235-5037.

Learn more about the technology skills needed to be successful at NWTC (such as sending email, using software for assignments, submitting online work, and using test monitors) by watching the [Technology 101 video series](#) or visiting the [Ask a Librarian FAQ site](#).

Find out how to [Download Office 365 for Free](#) and access [Off-Campus Software](#). Learn how to [borrow equipment from NWTC](#).

Campus Closure Day(s) Procedure: In the event of a campus closure, **see me**

Syllabus Changes: Instructors retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues. Students will be informed as soon as a change is made. A current copy of the course syllabus will be maintained by the division office.

Grading Policy: **Grading Policy:**

Assignments and Assessments	Point Per Activity	# of Activities	Total Points Possible
Lab/Fieldwork 25%	100	8	800
EnergyU Coursework 20%	100	12	1200
Written tests/quizzes 15%	Varies	13	300
Instructor evaluations 15%	30	8	240
Final Exam 20%	87	1	120
Career Center Assignment 5%	100	1	100
Total Points Possible			2630

Grading Scale:

Scale	Grade
100-90	A
80-89	B
70-79	C*
60-69	D
59-0	F

* C is the minimum passing grade for this class.

Course Calendar: See Canvas for detailed weekly schedule