



**COLUMBIA GORGE**  
COMMUNITY COLLEGE

# Electro-Mechanical Technology Program



# STUDENT HANDBOOK

The Dalles Campus, 400 East Scenic Drive, The Dalles, OR 97058  
[www.cgcc.edu/career-tech-ed/em-tech](http://www.cgcc.edu/career-tech-ed/em-tech)

## **2017-2018 WELCOME**

Faculty and staff of Columbia Gorge Community College (CGCC) congratulate you on your choice of electro-mechanical technology as a career path!

This Electro-Mechanical Technology (EM-Tech) Program Student Handbook has been created to provide you with information, policies, and procedures directly related to your studies in the EM-Tech Program. You are responsible for knowing and understanding policies and procedures found in this Handbook. If you have any questions about the information, please be sure to ask a faculty or staff member for clarification.

We are excited to work with you as you acquire the knowledge and skills needed to be successful in the electro-mechanical industry.

Warm Regards,

EM-Tech Program Faculty & Staff  
Columbia Gorge Community College

## **EM-Tech Program Mission Statement**

CGCC offers comprehensive premier workforce training in a broad range of Electro-Mechanical Technology careers by providing:

- A technical program taught by experienced instructors held to the highest academic standards
- Industry endorsed skills training using standard technology and tools for safety, mechanical, and electronic applications
- Facilitation of employment and career pathway opportunities

## **College Accreditation**

Recently CGCC was awarded independent accreditation from the [Northwest Commission on Colleges and Universities](#). Regional accreditation is a process of recognizing educational institutions for performance, integrity, and quality that entitles them to the confidence of the educational community and the public. It indicates that the institution as a whole is substantially achieving its mission and that it meets the Commission's expectations for compliance with the accreditation criteria.

## **Equal Opportunity Educator and Employer**

Columbia Gorge Community College is an equal opportunity educator and employer. It is the policy of Columbia Gorge Community College and its [Board of Education](#) that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact:

Employment – Human Resources

**Courtney Judah – (541) 506-6151**

Educational and Student Programs and Services - Chief Academic Officer

**Lori Ufford – (541) 506-6031**

## **Services for Students with Disabilities**

Support services for students with disabilities are available at CGCC. The Office for Students with Disabilities is located in Student Services at The Dalles Campus and by appointment at Hood River-Indian Creek Campus. Students are offered a wide-range of services to help equalize the chances of success, advocate for students with disabilities, support independence, as well as provide information and assistance when appropriate. Services may include interpretive and communication technology assistance, note taking, reader and scribe services, audio books and testing accommodations. Appropriate accommodations will be made on an individual basis after review of documentation. Students wishing to request services from the Office for Students with Disabilities should:

1. Make an appointment at (541) 506-6011 or (541) 308-8211.
2. Provide documentation from an appropriate certified professional or physician. Documentation is required to be on file before accommodations can be made. All information is kept confidential and will not be released to any person/agency without the student's written permission. For more information on appropriate documentation: [cgcc.edu/disability-resources](http://cgcc.edu/disability-resources)
3. Request accommodations through the Office for Students with Disabilities at least 4 weeks prior to each term.
4. Additional resources available for students with disabilities include:
  - [Tutoring Lab](#)
  - Career Services
  - [College Survival and Success: Personal Responsibility](#)
  - [College Survival and Success: Goal Setting](#)
  - [College Survival and Success: Self Management](#)

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<b>THE ELECTRO-MECHANICAL TECHNOLOGY PROGRAM</b>	

The Electro-Mechanical Technology (EM-Tech) Program at Columbia Gorge Community College (CGCC) is a career-ladder program offering a nine-month certificate and a two-year Associate of Applied Science degree. This program was designed in collaboration with wind-energy, power-generation, engineering, and automated-manufacturing industry partners. The EM-Tech program prepares students for employment in a broad range of industries. These may include wind-generation, hydro-power, unmanned aircraft systems, automated manufacturing, or engineering.

#### A. EM-TECH CURRICULUM

The **nine-month certificate program** provides students with basic and intermediate levels of knowledge and skills. Students are taught in classroom, lab, and field environments. Subject material covers mechanics, electrical engineering, operations, industrial safety, teamwork, and general workplace management. **Skill-sets are focused on industrial maintenance and are highly applicable to many fields** (for example: hydro-power, automated manufacturing, or engineering).

The **two-year degree program** builds on the certificate to include advanced skills in broadly-applied technologies. Students are taught in classroom, lab, and field environments. Subject material covers programmable logic controllers, digital systems, industrial control systems, semiconductor devices/circuits, networking basics, diagnostics, and power generation/distribution.

#### B. EM-TECH CERTIFICATE

Upon completion of the **nine-month certificate program**, the student will be able to apply knowledge, skills, and abilities in electrical, electronic, and mechanical systems. Specific components include the following:

- Basic electrical theory
- Basic electronics
- Basic hydraulics
- Basic mechanical systems
- Basic motor controls
- Basic aerodynamic principles

The student will also demonstrate the ability to work in a safe environment, apply entry-level mathematical formulas to industrial functions, communicate well in a team, and have the basic knowledge and skills necessary to successfully complete industry-specific training. The graduate will be qualified for entry-level electro-mechanical technician positions.

#### C. EM-TECH ASSOCIATE OF APPLIED SCIENCE DEGREE

Upon completion of the **two-year degree program**, the student will be able to apply knowledge, skills, and abilities in electrical, electronic, and mechanical systems related to a broad array of renewable energy, industrial, mechanical, and/or advanced manufacturing careers. Specific components include the following:

- Electronics, circuits, and devices
- Electrical maintenance
- Hydraulics and lubrication
- Bearings
- Shaft alignment
- Fluid dynamics
- Programmable logic controllers
- Momentum and force
- Statics and dynamics related to friction
- Aerodynamic principles
- Power generation and distribution

The student will also demonstrate the ability to work in a safe environment, apply entry-level mathematical formulas to wind-turbine functions, communicate well in a team, work as a team member or independently, and express the implications of renewable energy on the global society. The graduate will be qualified for positions with renewable-energy companies, engineering firms, and/or manufacturing firms.

#### D. CALENDAR OF INSTRUCTION

A detailed Calendar of Instruction outlining term start dates, term end dates, final exam days, breaks, and college holidays is located on the CGCC website here: [cgcc.edu/academic-calendar](http://cgcc.edu/academic-calendar)



## E. CAMPUS MAP



Note: Most EM-Tech courses are held in Ft. Dalles Readiness Center/CGCC Workforce Center, and Building 11.

## THE STUDENT

### A. RIGHTS

CGCC students in all programs and divisions have certain rights and responsibilities. College policies provide that all persons - regardless of race, color, age, sex, sexual orientation, creed, national origin, marital status, or disability - have access to higher education. Students are guaranteed a safe learning environment, freedom from harassment, freedom of expression, confidentiality, and the right to have grievances heard. They also assume the responsibility of conducting themselves in a manner compatible with the college function as an educational institution. The *College Catalog*, the *Student Handbook*, and the *CGCC Board of Education Policy on Student Rights and Responsibilities* thoroughly define CGCC's philosophy and policies regarding student rights and responsibilities (see Appendix I). These documents are available on the CGCC [website](#). EM-Tech students have the right to provide feedback under the



following methods: mid-term check-ins (either offered in person or via the web) and course evaluations distributed at the end of each term.

## B. RESPONSIBILITIES

EM-Tech students are expected to attend and be prepared for class, ask questions, and maintain responsible conduct. Guidelines for responsible conduct are outlined within this Student Handbook. If a student is having difficulty or wants additional information, it is their responsibility to seek instructor assistance. Office hours for instructors can be found on the course syllabus. Appointments can be made outside of office hours.

## C. RESOURCES

### **Student Services Academic Advisors**

Prior to registering each term, each student is required to meet with an academic advisor to ensure the student is registered for the appropriate classes. The student is responsible for arranging this meeting with a Student Services Academic Advisor and also for registering in a timely manner for all required classes each term.

### **Other Campus Resources**

A variety of resources are available on campus to aid student learning: free tutoring services for EM-Tech courses, free tutoring services for general-education courses, library services, and [Promoting Access to Student Success \(PASS\)](#) services. For more information on these services, students should inquire with Student Services.

### **Course Syllabus**

Each EM-Tech course has a course syllabus. The syllabus describes the course and all requirements that must be met to obtain a passing grade. Course requirements, outcomes, learning activities, and examinations are designed to assist students to meet skill levels required for the course. Students are required to complete all learning activities and reach all learning objectives by the deadlines stated in the syllabus. Students are encouraged to keep copies of the syllabus and associated documentation for each course taken as a record of their accomplishment within the program.

### **Delta Energy Club**

Delta Energy Club provides leadership opportunities for EM-Tech students. Delta Energy Club promotes dialogue between faculty and students in the EM-Tech Program, stimulates interests in electro-mechanical careers, and shares information about the EM-Tech Program with the general public. Delta Energy Club is for people who have a passion for clean energy and want

to help the nation work toward a clean-energy future. Delta Energy Club members meet weekly to organize and implement a variety of projects.

#### D. EM-TECH PROGRAM GUIDELINES

##### **Attendance/Absence/Lateness**

EM-Tech theory and skills labs are interdependent and must be taken concurrently. Students are expected to participate in all lectures (whether face-to-face or online) and all labs, to report on time to class, and to submit all written work as scheduled. A positive correlation has been demonstrated between regular attendance in the EM-Tech Program and satisfactory grades.

Note: If a student is absent from lectures, labs, or field trips because of health reasons, it is the prerogative of the instructor to require the student to obtain a written health clearance from a physician or nurse practitioner.

##### **Evaluation**

Mid-year student check-ins will be held annually with EM-Tech staff and administration. This is an opportunity for students to provide feedback about the program including instruction and coursework. All EM-Tech students are highly encouraged to attend these student check-ins. These meetings provide a forum for students to ask questions and provide feedback about the program. Students will be notified about the check-ins via email.

##### **Grading /Test Review**

Grades are determined by the instructor. The criteria used shall be stated in the syllabi for each course. If a student has any questions, they need to contact an instructor. Tests are not returned to students. To review and discuss test(s), students need to make an appointment with their instructor.

##### **Question Discussion**

Faculty and administration value student efforts to acquire knowledge in the EM-Tech field. The expectation - related to question discussion - is that it will be conducted professionally. Students should schedule time with the instructor or administrator to adequately address the discussion and provide data to support the discussion.

##### **Progression**

In order to continue in and graduate from the EM-Tech Program, the student must complete all required EM-Tech and non-EM-Tech courses with a "C" grade or better.

Academic Honesty: Students who fail to practice academic honesty as expected will be placed on probation if not dismissed from the program (see Appendix I). Students placed on probation for academic dishonesty will remain on probation for the remainder of their enrollment in the program, whether enrollment is consecutive or interrupted by time out of the program. A second occurrence of academic dishonesty will result in dismissal from the program.

Student Concerns/Academic Difficulties: If a student has an academic problem or concern, it should be discussed with the individual instructor first in a private one-to-one setting. If the situation cannot be resolved this way, the concern should be brought to the CTE Director. If still unresolved, the concern should be brought to the Chief Student Services Officer. If the situation still remains unresolved after discussion with the above parties, the student should follow the protocol set forth in the [CGCC Board of Education Student Grievance Process](#).

#### E. RE-ENTRY

Re-entry following class failure or voluntary withdrawal is contingent on space available. For more information, see a [Student Services Academic Advisor](#).

#### F. PROFESSIONAL BEHAVIOR

Students are expected to maintain professional behavior while on-campus, in the classroom, or when representing CGCC. Professional behavior includes, but is not limited to, the following:

- Displaying respect for all persons
- Communicating with others in a responsible and positive manner
- Being accountable for one's own actions
- Being honest and trustworthy
- Abstaining from the use of alcohol and illegal substances

#### G. PROPER ATTIRE

Students are expected to wear the proper attire in the classroom, in the lab, for climb tests, during interviews, or when representing CGCC. In any EM-Tech lab - students may wear their usual clothing, but shoes which protect the feet must be worn at all times. Students may be asked to leave the lab if not dressed appropriately. If students have questions about proper attire for climb tests, interviews, or when representing CGCC, they should check with an EM-Tech staff or faculty member.

#### H. SMOKE FREE CAMPUS

The Dalles Campus and the Hood River-Indian Creek Campus have been designated smoke-free areas. Smoking is permitted in parking lots and vehicles, and **it is not allowed in the stairwells.**

I. DRUG FREE SCHOOL AND WORKPLACE

Controlled-substance abuse is illegal and interferes with effective teaching, working, and the development of a safe and healthy learning environment. CGCC has a fundamental, legal, and ethical obligation to prevent controlled-substance abuse and to maintain an alcohol/drug-free work and educational environment. CGCC strictly enforces its drug and alcohol policy. It is a violation of that policy for students to possess, consume, be under the influence of, or furnish alcoholic beverages (as identified by federal or state law) on college-owned or controlled property or at a college or student organization/supervised functions. Violation of the policy may result in expulsion, suspension or disciplinary probation. The complete policy is available on the CGCC website: [cgcc.edu/about/DAAPP](http://cgcc.edu/about/DAAPP).

J. FREEDOM FROM SEXUAL DISCRIMINATION / HARRASMENT

It is the policy of CGCC to not discriminate on the basis of sex in its educational programs, activities, and employment as required by Title IX of the 1972 Educational Amendments. Students at CGCC are protected from sex discrimination in all areas including admission to programs; access to enrollment in courses; access to and use of school facilities, counseling and guidance materials, tests, and practices; vocational education; physical education; competitive athletics; graduation requirements; student rules, regulations and benefits; treatment as a married and/or pregnant student; financial assistance; school-sponsored extracurricular activities; or aid, benefits and services. In addition, students are protected against all forms of sexual harassment as defined here. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, admission, or academic evaluation; or
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision or an academic evaluation affecting such individual; or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working or learning environment.

K. FACULTY ASSESSMENT, INTERVENTION AND SUPPORT

Any student demonstrating behaviors that call to attention an indication of the student not meeting the technical standards will be excused from the practicum or classroom setting. These behaviors include but are not limited to: 1) physical symptoms, 2) impaired judgment, 3) mental or emotional symptoms, and 4) disruptive, inappropriate, or inconsistent behavior patterns.

L. RECORDS AND FORMS

## Accident Form

If a student is involved in an accident while on-campus or at a climb-test site, the student must immediately notify the course instructor. The [Columbia Gorge Community College Incident/Accident Report Form](#) is to be completed for all injuries.

# Appendix

## COLLEGE RESOURCES

### A. Financial Aid at Columbia Gorge Community College

Columbia Gorge Community College makes every effort to ensure that all students are informed of financial aid resources available to them.

The [Financial Aid Office](#) administers a variety of aid programs in the form of scholarships, grants, loans and part-time employment (federal work-study) to eligible students who need assistance to attend college. Financial aid can come from various sources such as:

- Federal grants, such as the [Pell Grant](#) (not available to students with a Bachelor's degree)
- State grants, such as the [Oregon Opportunity Grant](#)
- [Federal Family Education Loans](#), such as the Stafford Subsidized and Unsubsidized Loans and Parent Loans
- Other Federal Loans, such as the [Perkins Loan](#) (which can be forgiven) and the Nursing Loan
- Federal Work Study
- Columbia Gorge Community College Foundation scholarships (offered yearly or term by term)
- [Oregon Student Assistance Commission \(OSAC\) scholarships](#)
- Private grants/scholarships
- Veterans' educational benefits

The amount of aid awarded is subject to eligibility, availability of funding, and date application is completed. All grants are free and are not repaid by the student as are loans. Call (541) 506-6021 if you have any questions.

The first step in applying for federal financial aid is to complete a [FAFSA \(Free Application for Federal Student Aid\)](#). This must be done yearly and is available beginning October 1 of the prior year of each calendar year for the next school year. The application is available at the college's Financial Aid office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The priority funding date for financial aid is **March 1** for all programs with the exception of Pell Grants, Oregon Opportunity Grants, Stafford Loans and Parent Loans for Undergraduate Students (PLUS).

Note: The student's eligibility is determined by a number called the EFC (Expected Family Contribution) which is determined by the government from the student's information provided on the FAFSA.

Eligibility for scholarships requires a FAFSA must have been filed prior to filing the scholarship application.

**C. Tutoring Center**

Individualized help is available and free for all enrolled students through the Tutoring Center. See quarterly postings of specific tutoring topics, instructors, locations, and available times. Students may request tutoring for any class offered in the schedule by contacting their advisor.

**D. Academic Advising**

An [Academic Advisor](#) is available in Student Services to advise EM-Tech Program students in career decisions or when a concern occurs. The CTE Director and the Chief Student Services Officer are also available to discuss student concerns. Students are responsible for the completion of all program and college requirements for graduation.

**E. Curriculum**

1. Transcript Evaluation

Classes taken previously from other institutions may be evaluated for transfer credit through Student Services. It is the student's responsibility to have this done and then to forward the results to his/her advisor in the program.

2. Class Schedules: see [class schedule](#) listed on the CGCC website.

3. Course Descriptions: see [college catalog](#).