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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>

TELECOMMUNICATIONS DATA COLLECTION SYLLABUS

#10-451-107 & Class #83574



Starts: August 15, 2023

Ends: October 4, 2023

Welcome to NWTC! It is a privilege to be your College of choice. Our staff and faculty are excited for what is ahead of you. We welcome your unique perspectives and experiences and ask that you respect the backgrounds and experiences of others as we learn together. College can be challenging at times so please reach out to our staff and faculty. We are here to help you learn and support your success. We believe you can be successful!

INSTRUCTOR INFORMATION & RESPONSIBILITIES

Instructor	Joel Mikulsky
Office	EE103
Telephone	(920) 498-6253
Email	joel.mikulsky@nwtc.edu
Availability	By appointment or as posted in Canvas

To help you be successful, I will

- Maintain an inclusive, safe learning environment
- Provide open and frequent communication regarding your progress in this class.
- Reply to communications within 48 business hours. Business hours are Monday through Friday 8:00am to 5:00pm. Weekends and holidays will be replied to on a best effort basis but no longer than a total of 48 business day hours.
- Grade assignments regularly and provide feedback to guide you toward improvement of your coursework.
- Post information, assignments, and grades in Canvas Modules and Grade Center.
- (In the event of a college level cancellation) Communicate with learners a detailed plan regarding expectations for responding to the cancellation within 24-hours.

CLASS INFORMATION

Class Schedule & Meeting Location: This class meets in Room EE203 on the Green Bay Campus located in the Great Lakes Energy and Education building as described below. Our class is delivered in an in-person format but may at times require a virtual remote format which would be communicated to students within 48 hours.

- In-Person – Classes will meet on campus at specific dates/times with your instructor, fellow students, and you in face-to-face small class settings.
- Online – There are no scheduled class times. You can learn anytime and anywhere you have access to the internet. You will connect to your instructor and classmates through online discussion boards and other platforms.

- Online Live – At least half of your class is delivered through live virtual meetings, at specific dates/times. The rest of the course instruction and assignments can be accessed anytime and anywhere you have internet access.
- Blended – You will learn through a combination of in-person, online, and/or Online Live class meetings. In-person and Online Live class sessions will meet at specific dates/times.

This class meets on the following days/times:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<u>RM EE203:</u> 8:30am to 11:20pm & 1:30pm to 3:20pm		<u>RM EE203:</u> 8:30am to 11:20pm & 1:30pm to 3:20pm			

Course Description: TELECOMMUNICATIONS PROJECT DATA COLLECTION ...prepares students for the different methods of data collection and data management for Telecommunications projects.

Credits: 2.0

Pre-requisites/Corequisites: Co-Requisite: 10-607-112, AutoCAD for Civil

Textbooks:

1. FOA: Outside Plant Construction Guide
 - a. https://www.amazon.com/Outside-Plant-Fiber-Optics-Construction/dp/1523925825/ref=sr_1_1?crd=2EXW3L3HP5FQ1&keywords=foa+outside+plant+construction+guide&qid=1691700275&srefix=foa+outside+plan%2Caps%2C198&sr=8-1
2. FOA: Fiber to the Home Handbook
 - a. https://www.amazon.com/Fiber-Optic-Association-Home-Handbook-ebook/dp/B09B1RKQB9/ref=sr_1_1?crd=3M2HK8K553UG&keywords=foa+fiber+to+the+home&qid=1691700395&srefix=foa+fiber+to+the+home%2Caps%2C145&sr=8-1
3. FOA: Reference Guide to Outside Plant
 - a. https://www.amazon.com/s?k=foa+reference+guide+to+outside+plant+fiber+optics&crd=1ONIHONVTF4LV&srefix=foa+reference+%2Caps%2C171&ref=nb_sb_ss_ts-doa-p_3_14

To order your course materials from the NWTC Bookstore for shipping to your home or pick up, please [click here](#) to find the instructions to start your order.

Supplies/Technology:

1. Computer or access to a computer (preferably Windows Operating System)
2. Mobile access to Canvas (iOS or Android compatible) is strongly encouraged for important communications about the class
3. Access to the internet and NWTC Email
4. Clothing to work in all weather conditions
5. Work boots
6. Ear buds
7. Compass or personal digital device such as a smart phone with compass capabilities

8. Scientific calculator equivalent to Texas Instrument TI-30XS or an acceptable App on your personal digital device such as a smart phone or tablet.
 - a. https://www.amazon.com/Texas-Instruments-MultiView-Scientific-Calculator/dp/B000PDFQ6K/ref=sr_1_6?crd=7OTSIR35FEGU&keywords=scientific%2Bcalculator&qid=1691684552&sprefix=scientific%2Bcalculato%2Caps%2C144&sr=8-6&th=1
9. Class 2 Safety Vest
 - a. https://www.amazon.com/SHORFUNE-Visibility-Reflective-Horizontal-Standard/dp/B072JT1RNY/ref=sr_1_3_sspa?keywords=class%2B%2Bsafety%2Bvest&qid=1683203719&sprefix=CLASS%2B%2B%2Caps%2C114&sr=8-3-spons&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzN05ZWDZNNUIJUKITJmVuY3J5cHRIZElkPUEwNTY1NjA4MU9SS1RUSEgwREk2QiZlbnNyeXB0ZWZWRBZEIkPUEwMDQ2NjlxMke2OE5CUENWMEFP TSZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU&th=1&psc=1
10. Safety Glasses – ANSI Z87.1 (or equivalent)
 - a. https://www.amazon.com/KleenGuard-Nemesis-Safety-Glasses-Black/dp/B009SB8RWA/ref=sr_1_3_sspa?crd=39V8BOGPB5RBH&keywords=safety+glasses+z87.1&qid=1691701604&sprefix=safety+glasses+z87.1%2Caps%2C118&sr=8-3-spons&sp_csd=d2lkZ2V0TmFtZT1zcf9hdGY&psc=1
11. Recommended: Klein Scissors and Knife
 - a. https://www.amazon.com/Klein-Tools-46039-Splacers-Free-Fall/dp/B003AXBJMC/ref=sr_1_2?crd=2IJLTA60KRU1N&keywords=klein+splicer+snips+and+knife&qid=1683203658&sprefix=%2Caps%2C138&sr=8-2
12. Recommended: 7/16 and 3/8 can wrench
 - a. https://www.amazon.com/16-Inch-Sockets-Klein-Tools-68005/dp/B000I5P5EI/ref=sr_1_3?crd=1P1WBQP74RCKM&keywords=CAN%2BWRENCH&qid=1683204142&sprefix=can%2Bwrench%2Caps%2C90&sr=8-3&th=1
13. Recommended: 11 in 1 screwdriver and nut driver
 - a. https://www.amazon.com/Screwdriver-Industrial-Strength-Klein-Tools/dp/B0015SBILG/ref=sr_1_5?crd=1Z13ZX34MWX6I&keywords=Screwdriver+multibit&qid=1683204343&sprefix=screwdriver+multibit%2Caps%2C207&sr=8-5
14. Recommended: Klein Tool Pouch (or equivalent)
 - a. https://www.amazon.com/Tradesman-Maintenance-Klein-Tools-5240/dp/B01KNAON40/ref=sr_1_2?crd=2PNH20HAW3RYW&keywords=KLEIN%2BTOOL%2BPOUCH&qid=1683204922&sprefix=klein%2Btool%2Bpouch%2Caps%2C133&sr=8-2&th=1
15. Pens, pencils, and notetaking stationary of your choice

Please reach out to the NWTC Library or Reference the Student Resources if you need to [borrow equipment from NWTC](#) such as a laptop and/or internet hotspot. Find out how to [Download Office 365 for Free](#) and access [Off-Campus Software](#).

Course Competencies: Upon successful completion of this course, you will be able to: **Discuss the history and function of Land Surveying and Geomatics**

1. Discuss data collection as it relates to telecommunications
2. Discuss the process to prepare in the office for field data collection
3. Gather existing information in field prior to data collection
4. Carry out data collection and surveying of existing utilities and infrastructure
5. Carry out data processing and clean up for design staff
6. Carry out field stakeout for proposed installation

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

Course Engagement:

- **Attendance and Participation:**
 - Most of the program classes have hands-on learning components working in groups using laboratory and surveying equipment. It is required to show up on time to laboratory sessions and participate like workforce requirements. An email must be sent to the instructor, prior to the scheduled meeting time of the class or lab, informing of an absence. Otherwise, laboratories, assignments, quizzes and/or exams cannot be made up and credit will not be given.
- **Academic Integrity:**
 - It is the student's responsibility to review and understand the academic integrity policy located in your student handbook. Telecommunications does not tolerate plagiarism, cheating or collusion. All alleged cases of academic integrity violations will result in the creation of a NWTC Academic Integrity Incident Report. Depending upon the circumstances and severity of the case, the sanctions indicated in the student handbook may be imposed.

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

	Per Week			
Credits	Contact	Outside Effort	Total Effort	
2	8	4	12	

*The amount of time you spend on reading, completing course assignments and activities will differ. Typically, students spend 4.0 hours per week outside of the course studying.

Use of Technology in Class: Mobile phones, tablets, laptops, and other similar devices that distract you, those around you, or the instructor are not allowed to be interacted with on a regular basis in the classroom and lab. You may use them during breaks outside of the classroom if needed. If you must have your phone on due to some emergency, please inform the instructor prior to the start of class and take the call outside of classroom to avoid disruption of the class.

Laboratory computers are to only be used for educational purposes and shall not be used for personal gaming or social media.

It is recommended that students maintain professional conduct when using social media. Employers will check social media sites when conducting background checks which can affect employment.

It is important that everyone understands how to use online course tools and etiquette in a way where ALL students feel safe and supported.

Some, or all, exams in this class will be administered using “remote proctoring” software. This means that the web camera on your computer/laptop will require you to scan your desk and room, as well as record video of you and your surroundings while completing the test.

*In this course, we will take a balanced approach to using AI in the classroom. We recognize the value of incorporating AI as a tool for learning and innovation, while also acknowledging the ethical considerations and potential societal impacts associated with its use. Throughout the course, we will explore the technical aspects of AI, its applications, and its limitations, as well as engage in discussions and activities that encourage critical thinking and responsible decision-making when it comes to implementing AI. Our aim is to provide students with a comprehensive understanding of AI that encompasses both its potential benefits and the need for careful consideration of its implications.

**source: This statement was produced from the iOS Application ChatAI which utilizes the ChatGPT AI platform*

If you have any concerns regarding testing in this manner, please communicate with your instructor a minimum of 48 hours prior to the first exam.

Technology is a large component to your success in this course. You are required to have a basic understanding of computers, copiers, and printers. Any specialized technology will be taught as part of this course and available for your use while on the Green Bay Campus. If technology is available to be download on a student’s own device, links or details will be provided in Canvas under the software resources tab. It is the responsibility of the student to understand the computer requirements and capability of their own device. The student will be required to troubleshoot any issues they have with their own device 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, there are two emergency closure dates built into the end of each 8-week session. Within 24-hours of a college cancellation, Instructor will provide detailed information regarding expectations for students. Virtual lectures and assignments may be used to supplement in-person learning during these events.

Syllabus Changes: Instructors may make changes to the syllabus based on the timeline of the class, feedback from learners and/or logistical issues. You 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:

You will earn points by completing assignments, Discussion Boards and Quizzes on time and completely.

1. Assignments
 - a. All assignments must be completed by the due dates shown in Canvas
 - b. All assignments must be completed per instructions indicated in Canvas
 - c. Late assignments will receive the following deductions
 - i. 10%-point deduction per 24 hours past due date and time.
2. Labs
 - a. All labs must be completed in person.
 - b. All labs must be completed per instructions indicated in Canvas.
 - c. If group lab is missed due to an excused absence (At the discretion of the instructor) you may make up the lab, but are required to ask assistance of your classmates to assist you.
 - d. Any make up labs must be completed within two weeks of an excused absence.
3. Tests
 - a. Tests MUST be completed by the posted due date and time in Canvas.
 - b. No late attempts will be allowed without prior approval.
4. Employability Skills
 - a. Within this document are the employability skills that NWTC and the Telecommunications Program have adopted. These skills are required to be assessed by each course.
 - b. These skills are essential to you time here at NWTC as well as your future career.
 - c. The points associated with employability skills are lost not earned. There will be a maximum deduction of 64 points or two points per course meeting.

Grading Scale:

Percentage	Grade
90% to 100%	A
80% to 89.99%	B
70% to 79.99%	C
65% to 69.99%	D*
Below 64.99%	F

* D is the minimum passing grade for this class.

**C is the minimum passing grade for program degrees, diplomas, and certificate.

See note in program policies.

Course Calendar: Course Calendar and Modules (Lesson plans) can be found in Canvas.

Student Services to Support You: Being in college is an exciting time to develop skills, further your career path, and build community. We want to make certain that financial, physical, and mental health, or technology challenges do not get in your way! Our staff and faculty at NWTC are ready to support your needs to help keep you on track with your studies and educational goals.

We encourage you to visit www.nwtc.edu/current-students or click on the Student Resources button in your Course Home Page on Canvas to learn more about the resources available to you, ranging from student involvement and personal counseling to academic, financial aid, and career advising, to food pantry, housing assistance, and transportation services.

Many students use these resources and services on a daily and weekly basis. Services are included in your tuition and are free to use! To access services, please contact your instructor or academic advisor via Starfish, or by calling (920) 498-5444.

Academic Coaching and Tutoring: Academic Coaching and Tutoring provides an additional layer of support to ensure you achieve your 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 and tutoring receive course specific help along with practical experience with 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

Technology Skills & Assistance: Everyone comes to class with a variety of technology skills and experience. If you have questions about the technology needed to be successful in this course, reach out to me. As your instructor, I will provide an overview of needed technologies and connect you to additional resources. You can also visit the Technology Resources at <https://www.nwtc.edu/current-students> or click on the Student Resources button in your Course Home Page on Canvas for information on Canvas, printing and copying, and software or get technical assistance by calling the Student Help Desk at (920) 498-6900 or 1-866-235-5037.

The Library is a great resource for learning how to navigate your classes. Visit the Library during [open hours](#) or schedule an [appointment](#).

NWTC All College Policies: In addition to your course policies, there are policies and procedures that apply to all students taking classes at NWTC. Please refer to the NWTC Student Handbook to raise your awareness and understanding of the College's expectations. The Handbook can be found at <https://www.nwtc.edu/current-students> or click on the Student Resources button in your Course Home Page. Policies you may want to learn about more include:

- Academic Integrity (includes Plagiarism, cheating and collusion)
- Drop from a Class or Program
- Student Academic Grievance
- **Discrimination and Harassment Prevention:** We are committed to creating a respectful environment for each member of our college community. We prohibit discrimination and harassment in our educational programs and employment. Please reach out to us if you have any questions or concerns. You will find the contact information by following these links for questions or concerns related to [discrimination or harassment](#) or specifically related to [sexual harassment](#).
- **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 or experiencing difficulties with accessibility, 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.

Student Academic Calendar: Visit the [Academic Calendar](#) for important College dates like registration, campus closings, and graduation. Add these important dates to your personal calendar.

Telecommunications Program Policies:

- **Email Communication:** When communicating to your instructor via email, the following requirements must be followed when sending an email:

1. Do not reply to an email from any "Canvas Announcement."
2. Use your NWTC email.
3. Provide a concise direct subject line (i.e., Class, Learning Plan, Homework Assignment)
4. A proper greeting.
5. Proper grammar, correct spelling and only detailed relevant information.
6. A clear closing with your full name.

- **Safety:** Each student is required follow the safety rules throughout the course. Each student is required to have read all safety rules and sign an affidavit stating so. Report all accidents immediately to the instructor. Food and beverages are not allowed in laboratories or in computer labs.
- **Lab Equipment:** We will be working specialized laboratory equipment routinely. Each student is responsible for the equipment that is in their care. Equipment that goes missing or is broken will be charged to the responsible party's NWTC account.
- **Grade Point Average:** All required courses must be completed and you must maintain an overall grade point average of 2.00 (C) to graduate from the Telecommunications Program.