



**Idaho State  
University**

**College of  
Technology**

# **Diesel/On-Site Power Generation Technology**

**2024-2025**



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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 Idaho State University, 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 you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Jerry Anhorn

Dean

## II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the 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 a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator 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 Career & Technical Education and is approved by the State Board of Education.

#### College of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Trade & Industrial Department Chair	Dave Treasure
Program Coordinator	Terro Anderson
Program Instructors	Brent Romriell
	Tyler Colling
	Tyler Kay
	Kevin Cornwall
	Rose Graham
Administrative Assistant	Warren Scrivner

## Program Information

### Degrees/Certificates Offered

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| • Advanced Technical Certificate | Diesel Technology                   |
| • Associate of Applied Science   | Diesel Technology                   |
| • Specialized Certificate        | 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 Objective

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 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.

## III. Policies & Procedures

### Attendance Policy

Every student is expected to attend class on a regular daily basis. Should you not be able to attend for any reason, the student is responsible for notifying the instructor by 7:30 am. The program phone number is (208) 282-5814.

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.

There will be a 30-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.

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
*C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

\*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.

## General Disclaimer

NOTE: 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.

## Dress Code

1. Classroom – street clothes
2. Shop or Lab – hard leather shoes or boots, long pants
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. Clock in and out at the time clock.

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 clothes, 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.**

## 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.

## Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology.

## 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 MyISU and go to the Online Fee Payment tile.
- 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.

## Communicable Disease Safety Procedures

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU owned facility, the workplace, classroom, or ISU owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.



For more information on this policy, please visit: [Communicable Disease Policy](#)

## Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit: [Accommodations for Students with Disabilities](#)

## Appeals and Dismissals

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.

For more information on the Scholastic and Dismissal Appeals process, please visit: [Appeals and Dismissals](#)

## Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations to the student code of conduct will be handled on an individual basis.

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

For more information on the Student Code of Conduct, please visit: [Student Code of Conduct](#)

## Smoke Free Campus

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. This policy is intended to reduce the health risks related to Smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities

For more information on the Smoke Free Policy, please visit: [Smoke Free Campus](#)

## Academic Integrity and Dishonesty Policy

### Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities, including but not limited to, classroom, lab, and online formats.
- C. Instructors are encouraged to include specific information in the course syllabus on Academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

For more information on the Academic Integrity and Dishonesty Policy, please visit: [Academic Integrity](#)

## Idaho State University Student Handbook

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. Students Rights and Responsibilities (Page 4)
2. Withdrawal (Page 6)

3. Academic Standing (Page 10)
4. Petitions (Page 16)
5. Sexual Harassment (Page 18)
6. Student Complaints and Grievances (Page 18)

[ISU Student Handbook](#)

**Additional Idaho State University policies:**

- [FERPA](#)
- [TITLE IX](#)
- [Satisfactory Academic Progress](#)

## IV. College of Technology Resources and Services

### 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. Student Success Navigators 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.

#### [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 they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic Support, Peer mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. [TAP CENTER](#)

**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 'non-traditional' fields of training. [CENTER FOR NEW DIRECTIONS](#)

## Message from the Center for New Directions

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

### **Statement on Services**

- Students enrolled in Idaho State University College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call 208-282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in crisis.

[CENTER FOR NEW DIRECTIONS](#)

- **ISU Counseling and Mental Health Center (CMHC)** The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adheres to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call 208-282-2130, Monday through Friday, from 8 am to 4 pm.

[COUNSELING AND MENTAL HEALTH CENTER](#)

## **Mental Health Services for Out of State ISU Students**

ISU Counseling and Mental Health Center has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

### **Accessing MySSP**

- Connect with My SSP by calling 1-866-743-7732 or visiting **LINK**. IF calling from outside North America: 001.416.380.6578.
- Download “My SSP” from the app store to use on your phone.

## **Financing Your Education**

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

### **FAFSA**

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:

### **FINANCIAL AID**

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.

### **SCHOLARSHIPS**

## Traffic and Parking

NOTE: Please refer to the ISU Parking web address at:

### [PARKING & TRANSPORTATION](#)

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 5<sup>th</sup> and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: \$116
- Reserved Lot: \$348

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 that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

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.

For more information on parking regulations, visit: <https://www.isu.edu/parking/permit-information/regulations/>

# V. Idaho State University Resources and Services

## Disability Services

### Mission Statement

The mission of Disability Services (DS) is to increase equal access and opportunities 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**

Rendezvous Complex, Room 125  
921 South 8<sup>th</sup> Avenue, STOP 8121  
Pocatello, ID 83209-8121  
Phone: 208-282-3599  
Fax: 208-282-4617



VP for ASL: 208-530-6505  
Email: [disabilityservices@isu.edu](mailto:disabilityservices@isu.edu)  
[DISABILITY SERVICES](#)

## Office of Equity & Inclusion

The Mission of the Office of Equity and Inclusion is to foster a culture of connection and belonging within our community.

Our Vision is to inspire our community to develop and maintain an equitable and inclusive environment through support, outreach, and collaboration.

The University is committed to creating and maintaining a learning and working environment free of discrimination and harassment against any individual based on that person's race, color, religion, gender, age, sexual orientation, national origin, ancestry, physical or mental disability, or Veteran's status. Our helpful, friendly staff are available to work with any university community member. We look forward to serving you.

### Contact Information

**Office of Equity and Inclusion**  
Rendezvous Complex, Room 151C  
921 South 8<sup>th</sup> Avenue, STOP 8315  
Pocatello, ID 83209-8315  
Phone: 208-282-3964  
Fax: 208-282-5829  
[EQUITY & INCLUSION](#)

## Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Counseling and Mental Health Center](#)
- [Health at ISU](#)
- [Disability Services](#)
- [Parking and Transportation](#)
- [Student Resources](#)
- [Tutoring](#)

# VI. Handbook Signature Form



**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.

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PRINTED NAME

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DATE

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SIGNATURE

---

BENGAL ID #

---

INSTRUCTOR SIGNATURE

## VII. Media Release



**Idaho State  
University**

**College of  
Technology**

### MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University (Idaho State) to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State's educational, marketing, and promotional purposes in perpetuity. Idaho State shall have the right to photograph, record, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse my name, image, voice and likeness in all markets, media, and technology now known or hereafter developed. Idaho State may exercise any of these rights itself or through any assignees, licensees, or other parties including other Universities.

I acknowledge that I will not be compensated for these uses, and that Idaho State exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State, its assignees, and its licensees from any claims that may arise from these uses, including without limitation claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State is not obligated to use any of the rights granted under this Release

\_\_\_\_\_  
FULL NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS (STREET)

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

# VIII. 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 see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

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

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, using 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 the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

---

PRINTED NAME

---

DATE

---

SIGNATURE

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BENGAL ID #

## IX. 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