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## **Heavy Equipment Technician – Period 3**

The Department of Heavy Equipment Technician is excited to welcome you to the 2020/21 Academic Year. This year we face unique circumstances with COVID-19 and the transition to remote delivery, but our faculty has been working diligently since March 2020 to ensure your 2020/21 GPRC experience is a successful one.

We would like to welcome you and give you a brief overview of materials and supplies that you will need for a successfully year at GPRC.

It is advisable to come to the campus with the following materials:

### **Course Materials:**

- Year 1 Hydraulic AIT modules
- HB pencils, white eraser
- Calculator
- Colour markers
- Paper/writing pads
- Highlighters
- Binders for ILMs (2 or 3 - 2")

### **Shop Supplies and Apparel:**

- Certified Safety Glasses (CSA standard Z94.3)
- Certified Safety Footwear
- Coveralls or work clothes suitable for shop work
- Tools in week 2 – to be discussed in week 1
- Face Mask (MANDATORY)

### **Other Information:**

- Locks can be purchased from Student Services for lockers
- Parking on the Fairview Campus will require a parking permit from Honk Mobile.

### **Faculty & Staff Introductions:**

Contact information and Voice Mail if you are unable to make it to class (Prior to class starting)

- Al Hagen - Theory & Shop, 780 835 6737 [ahagen@gprc.ab.ca](mailto:ahagen@gprc.ab.ca) Office FTI 241
- Tony Wanke - Theory & Shop, 780 835 6709 [twanke@gprc.ab.ca](mailto:twanke@gprc.ab.ca) Office FTI 236
- Darcy Moss, Program Chair, 780 835 6765 [dross@gprc.ab.ca](mailto:dross@gprc.ab.ca) Office FTI 215
- Lynnette Tye, Program Assistant, 780 835 6727 [ltye@gprc.ab.ca](mailto:ltye@gprc.ab.ca) Office FPS 120

**Technology:**

**Myclass** - Information regarding your course content, zoom meetings, and course expectations will be available on the Myclass course homepages.

**GPRC Email** - Each student is provided with a unique GPRC email address. Please ensure you are checking your email regularly. You can check your email by visiting the GPRC website (<https://www.gprc.ab.ca/>) and clicking on the Webmail icon in the top righthand corner. Alternatively, you can utilize outlook to access your account.

GPRC will be using a Blended Delivery option for the 2020/2021 Academic Year:

You should be able to log into both **webmail** and **myClass** now.

**Please use the following information:**

Username: [your student ID number]@student.gprc.ab.ca

Password: [your birthdate in format YYYYMMDD (for example: 1674Feb09)]

For **myClass**, we have had best luck with using Microsoft Edge and Chrome.

**Remote Delivery:**

Within the Heavy Equipment Department, the 2021 Spring Semester all theory will be conducted through remote delivery. Remote delivery refers to synchronous learning following the published timetable. Please ensure you are available for all your scheduled class times as Instructors will be reviewing attendance and may have participation marks attached to your attendance and participation in Zoom meetings.

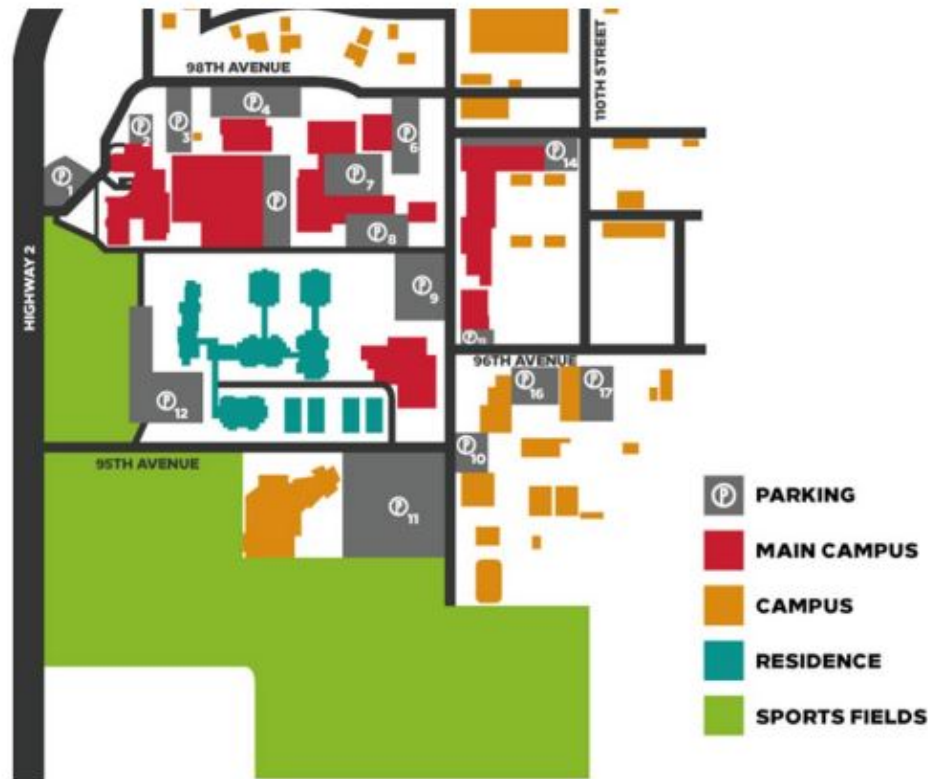
**Shop Delivery:**

Within the Heavy Equipment Department, the 2021 Spring Semester all shop will be conducted through on-site shop delivery. Shop delivery refers to onsite hands on for all lab components. Students must adhere to all GPRC safety protocol as published on the website.

[https://www.gprc.ab.ca/risk\\_management/covid19/resources.htm](https://www.gprc.ab.ca/risk_management/covid19/resources.htm)

**Student Advocacy:**

Throughout the semester if you have any questions or concerns, please reach out to your instructors as they will provide you with guidance, grades rational.



### Parking Information:

#### Fairview Campus How to Purchase a Parking Permit:

A full range of options for purchasing a parking permit is outlined below.

- **Online:** Purchase your hourly, daily, monthly, semester, and annual GPRC parking permit online by visiting the Honk Mobile website at <https://www.honkmobile.com/> or download the Honk Mobile app from an app store on your mobile device.
- **On site:** HonkTAP smart stations will be positioned throughout our parking lots to purchase hourly or daily parking permits. Tap one of these signs with your mobile device or scan the QR code and follow instructions.

An electronic kiosk will also be available on site to purchase hourly or daily permits via credit or debit card. This kiosk will be located at the Administration Centre.

To purchase a parking permit online, within the specific Fairview Campus Honk Parking Zones, follow the web links below.

Honk Zone ID	Link to HonkMobile Zones	Permit Purchase + Applicable Lot List
4109	<a href="https://www.honkmobile.com/hourly/zones/4109">https://www.honkmobile.com/hourly/zones/4109</a>	FV Campus <b>Hourly</b> Lots: All except P8, P9 West, P11, P12South
4110	<a href="https://www.honkmobile.com/hourly/zones/4110">https://www.honkmobile.com/hourly/zones/4110</a>	FV Campus <b>Daily</b> Lots: All except P8, P9 West, P11, P12South
4111	<a href="https://www.honkmobile.com/monthly/zones/4111">https://www.honkmobile.com/monthly/zones/4111</a>	FV Campus <b>Non-Residence</b> Lots: P1, P2, P3, P4, P6, P7, P9 East, P10, P12 North, P14, P15, P16, P17
4112	<a href="https://www.honkmobile.com/monthly/zones/4112">https://www.honkmobile.com/monthly/zones/4112</a>	FV Campus <b>Residence</b> Lots: P8, P9 West, P11, P12 South

### Parking Permit Availability:

Fairview campus parking permits for the 2020-21 school year are available for purchase online at <https://www.honkmobile.com/> For daily and hourly permits only, HonkTAP smart stations and kiosks will be available for use on campus.

### Pricing and Parking Permit Options:

The table below provides different options when purchasing your parking permit for the 2020-21 school year. Monthly, semester, and annual parking permits are available based on 30, 120, and 365-day durations respectively from the time of purchase.

**\*\*Important\*\*** Honk Mobile does not provide refunds for unused portions of parking permits, so please choose the parking permit that represents your expected duration on campus.

Hourly parking will be available for all lots except the Fairview campus residence lots. The rates posted below include GST.

Description	Price
<b>Fairview Campus: Non-Residence Lots: P1, P2, P3, P4, P6, P7, P9 East, P10, P12 North, P14, P15, P16, P17</b>	
Annual (365 days)	\$548.20 + \$2.50 Honk fee
Semester (120 days)	\$182.73 + \$2.50 Honk fee
Monthly (30 days)	\$45.69 + \$2.50 Honk fee
Daily	\$9.75 + \$0.25 Honk fee
Hourly	\$1.75 per hour + \$0.25 Honk fee
<b>Fairview Campus: Residence Lots: P8, P9 West, P11, P12 South</b>	
Annual (365 days)	\$548.20 + \$2.50 Honk fee
Semester (120 days)	\$182.73 + \$2.50 Honk fee
Monthly (30 days)	\$45.69 + \$2.50 Honk fee
Daily	\$9.75 + \$0.25 Honk fee

### **24-7 / 365-day Paid Parking:**

GPRC will have paid parking rates in effect going forward. Signage will be posted on campus informing patrons that 24-7 / 365-day paid parking is being enforced on campus.

### **Parking Stalls:**

All vehicles parked on the Fairview campus will require a valid parking permit. Parking in an area outside of the designated lots from the table above will not exempt the vehicle owner from requiring a parking permit on campus.

### **Parking Permit Sharing:**

Users can register up to two license plates per permit. Only one of your vehicles is entitled to park with the permit at any one time. Permit sharing is not allowed and both vehicles will be cited where applicable.

### **Questions:**

Please email your parking enquires to [ParkingPass@gprc.ab.ca](mailto:ParkingPass@gprc.ab.ca)

## **Zoom Etiquette 101\***

**Control video and audio quality** - Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

**Adjust your lighting** - Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly lit face on the screen.

**Think about your background** - Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

**Practice speaking to the camera and not the screen** - Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

**Optimize Zoom** - Generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open any relevant documents before the call and share only those during the meeting. Bandwidth and signal.

**Insure you have adequate bandwidth** - If you are wireless, try to remain close to the wireless router and consider installing a signal booster in areas of low signal strength. When you have the option choose wired (instead of wireless) for video conferencing.

**During your meeting** - Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

**Use Zoom's chat function** - You can send a question or statement to everyone or privately to a participant.

**Think about your actions on camera** - Always remember that everyone can see you. Someone is watching as you take a big, wide mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

\*Adapted from <https://blog.zoom.us/video-conference-etiquette>

**Service Canada Reference Code for Alberta Apprentices – 4812 0220 2000 2021**

**Valid: Aug 1, 2020 – July 31, 2021 EI #: 1.800.206.7218**

Thank you for choosing GPRC, we are looking forward to seeing you soon

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