



# The INTERCHANGE

Volume 1, No. 1

TRANSPORTATION SYSTEMS TECHNOLOGY DEPARTMENT  
SCHOOL OF CONSTRUCTION AND NATURAL RESOURCE STUDIES

Fall, 1986

## WHO ARE WE??

Learning at a distance has the disadvantage of not knowing who that person on the other end of the phone is or what they do. Our department has a staff of 5 and at this stage in the reorganization of BCIT we fit into the following pigeon holes.

### RAY ROBINS 432-8234

Ray is the Department Head of the Transportation Systems department and Acting Head of the School of Construction and Natural Resource Studies, Part-time Studies Department. He is a former instructor and department head in the Civil and Structural Technology at BCIT.

In addition to the BCIT Transportation Systems Diploma Program, the Ministry's Technical Skills Program is also under Ray's wing in liaison with Jack Fredrickson, Senior Staff Development Officer, Employee Planning and Development Branch, in Victoria.

In addition to trying to run the department, which is quite a task considering what he has to work with, Ray's expertise is on the structural side of the program and he is involved in the development of the Strength of Materials, Bridge, and Structural Design courses.

### SHIRLEY CONDER 432-8497

As the Department Secretary, Shirley is on the frontline answering the phone, responding to letters, and trying to keep Ray organized for meetings. Those of you who have received Certificates of Technology will remember Shirley as the organizer and co-ordinator who got us all gowned and lined up.

### RON ISAAK 432-8607

Ron is the Co-ordinator for the Transportation Systems program and handles portfolio reviews, study program proposals, course development and some course writing.

Ron is also active with the ASTTBC and, as some of you may have noticed, is actively recruiting new members.

### SHARI MONSMA 432-8784

Shari is the Program Assistant for the department and handles course registration, record revision, course delivery, and processing of marks. Any questions about your course materials, available courses, or your marks, give Shari a call.

### MIKE BOYLE 432-8279

Mike is our Chief Tutor and contact with other BCIT tutors and markers. Mike is a Civil Engineer and a Liverpool soccer fan, neither of which we hold against him. He is currently involved in writing the Highway Design and Soils courses as well as reviewing the Hydraulics course. Mike is your first contact for help or referral on course material questions.

## First Newsletter Issue

The Transportation Systems Technology Department is pleased to introduce the first newsletter for our Diploma Program students.

We plan to publish the newsletter on a quarterly basis as one means of maintaining contact and bringing you up to date on program course developments. Your comments are welcomed.

## The INTERCHANGE

Editor: Ron Isaak  
Typesetting, Production and  
Printing: Print Services

Comments, suggestions, letters, etc., are welcome, but the editor reserves the right to edit for brevity, clarity or libel.

## PORTFOLIO UPDATE

Requests for portfolios have gone to each student but there are about 150 of you who have not submitted material for review!! You know who you are, what's the hold-up? Portfolio reviews take about a month to complete. The results are returned to you with a proposed program of studies, as soon as practical.

If you are having difficulty completing your portfolio, have lost your forms, or are not sure what is required, give Ron Isaak a call at 432-8607.

Remember, your portfolio is always open and you can add to it at any time, so keep those forms and letters coming.

## TRYING TO FIND US AT BCIT?

Our offices are located in Building 13, the former PVI INDUSTRAIN building. It is a one storey green wood frame building located just north of the machine Shop parking lot. If you are in the area drop by and see us.



## PRODS, PROMPTS AND POLE-AXES

Have you received a letter in the mail about your courses lately? We are introducing a system which will automatically produce letters to remind you of the status of your courses.

### The Prod 3 MONTH LETTER

Approximately 3 months after you register in a course you will receive a letter as a follow up to your registration, with a gentle reminder to get on with your studies and to advise us of any problems you may be having or comments you wish to make. We would sure appreciate your comments.

### The Prompt 9 MONTH LETTER

Where the 3 month letter was a reminder, the 9 month letter will give you a final course completion date and will request that you advise us of your intentions. There are several questions which should be completed and sent in along with any comments you may have.

### The Pole-Axe 12 MONTH LETTER

If for whatever reason your course is incomplete after the date given in the 9 month letter and you have not advised us that you wish to withdraw, you will receive a notice that you have been withdrawn from that particular course. The course materials must be returned in good condition, particularly textbooks, unless you intend to complete the course. In such cases you are required to reregister immediately.

If course materials and textbooks are not returned in good condition, further course registrations may be restricted. Please mark on the appropriate form that you are reregistering, and then continue with the course.

## Course News

### AVAILABLE COURSES

The following courses are now available and in service. To register use a COURSE REGISTRATION FORM.

Note: The maximum course loading is either 2 courses or 4 credits under study at any time. If you ordered a course previously and it was not available, please register now using a new course registration form.

TSYH 101	Introduction to Technical Communication Part 1
TSYH102	Introduction to Technical Communication Part 2
TSYH 103(a)	Rptg. Technical Information
TSYH 120	Technical Math Part 1
TSYH 123	Technical Math Part 2
TSYH 140	Hydrology Part 1 Introduction to Hydrology
TSYH 142	Hydrology Part 2 Flood Flow Determination
TSYH 145	Hydraulics Part 1 Fundamentals of Fluids
TSYH 146	Hydraulics Part 2 Flow Under Pressure
TSYH 147	Hydraulics Part 3 Flow in Open Channels
TSYH 160	Graphical Communication Part 1 Basic Drafting Skills
TSYH 165	Graphical Communication Part 3 Interpreting Construction Drawings
TSYH 180	Computers Part 1 Introduction to Data Processing
TSYH 201	Soils Part 1 Basic Properties
TSYH 220	Aggregates Part 1 Basic Properties
TSYH 530	Land Use Planning
TSYH 560	Traffic Technology Part 1 Traffic Characteristics
TSYH 561	Traffic Technology Part 2 Data Collection/Traffic Control
TSYH 562	Traffic Technology Part 3 Intersections/Signal Phasing
TSYH 563	Traffic Technology Part 4 Parking and Loading
TSYH 660	Landscape Maintenance

### COURSES UNDER DEVELOPMENT

The following courses are under development and are tentatively scheduled to be available this fall or early next spring.

TSYH 126	Statistics Part 1
TSYH 127	Statistics Part 2
TSYH 128	Statistics Part 3
TSYH 150	Strength of Materials Part 1
TSYH 151	Strength of Materials Part 2

TSYH 162	Graphical Communication Part 2 Interpreting Topographic Drawings
TSYH 203	Soils 2
TSYH 221	Aggregates 2
TSYH 301	Basic Survey Part 1
TSYH 302	Basic Survey Part 2
TSYH 310	Survey Site Control
TSYH 311	Highway Survey Part 1
TSYH 330	Introduction to Legal Survey System
TSYH 501	Highway Design Part 1
TSYH 503	Highway Design Part 2
TSYH 532	Urban Street Design
TSYH 710	Method Study Part 1
TSYH 720	Engineering Economics Part 1
TSYH 721	Engineering Economics Part 2

### COURSE CALENDARS

Last spring the Ministry printed and distributed a COURSE CALENDAR book (8 1/2 x 11 bound) which had course and module descriptions and gave the projected in-service dates for most courses. Revisions will be made this spring to update the calendars.

Course calendars are available through your training supervisors.

### Keep a Copy

Be sure to keep a copy of all assignments and application forms that you submit to BCIT in case of loss through the mail.

### PUBLIC WORKS INSPECTION COURSE TO BE OFFERED IN KELOWNA

The TSYH 550 Course is a combination self-study/seminar course which has been offered at the Burnaby campus for several years. It will be run in Kelowna in the spring of next year.

The course, which has been revised to 4 credits, requires some self-study in preparation for the evening seminar sessions which will be held over a period of 12 weeks at Okanagan College, in Kelowna, starting in January 1987. Plans are in the mill to offer this course at other college locations in the future. If you would like more information or would like to see the course offered in your area please call Ray Robins 432-8234.

### PROBLEMS WITH COURSE MATERIALS?

### PROBLEMS WITH ASSIGNMENTS?

You are not alone. We have heard from a few people that they are experiencing problems with course materials and assignments and the only way we will be able to improve our service to you is if you let us know what we can do to help.

We do know that TSYH 145, HYDRAULICS PART 1 is giving everyone, including us, a hard time, and we are going to revise the course materials as soon as possible.

We have also heard that obtaining the aerial photos required for the TSYH 220 AGGREGATES PART 1 submission assignment is presenting a problem. Please note that you may take your own photographs and use them in conjunction with a suitable topographic plan instead of obtaining aerial photographs.

### COURSE COMPLETION REMINDER

All courses must be completed within 12 months or you must re-register using a Course Registration Form clearly marked "RE-REGISTRATION".

Please note that if you withdraw from a course you **must** return all course materials and text books to BCIT.

### Message Board

#### STAMPS WANTED

Both Ron Isaak and Roy Robins are avid stamp collectors.

The preferred "collectables" are circular date cancellations from out-of-the-way B.C. Post Offices.

If you have the opportunity, ask your Post Office to hand cancel the stamps, preferably so that the entire cancellation is on the stamp.



#### WELL DONE

Students in the classroom can compare how they are doing in relation to others but those of you spread around the province might like to know how you compare. We also think it is important that those with outstanding results should be recognized.

#### WELL DONE!!!

Brian Horel, Aerial Photography	91%
Sharlene Morrison, Aerial Photography	93%
Dave Turner, Photo Interpretation	92%
Greg Galpin, Hydrology Part 1	92%

## SEMINAR NEWS

Students on the diploma program should note the following requirements for obtaining credit for seminar courses given by either BCIT or the Ministry.

All diploma credit seminar courses have a TSYH designation; however, the courses are offered under various other headings such as ADMN, MTCE, AVAL, etc., and the requirements for obtaining diploma credit varies with each type of course. When you complete a course under the above designations you will receive a 'NON—CREDIT' marks statement from BCIT. When you have completed the requirements detailed below you will receive a second marks statement indicating your mark on a 'CREDIT' statement of marks.

### TSYH 340 & 341 AERIAL PHOTOGRAPHY PARTS 1 & 2

All students who completed these seminars in 1986, or who attend these seminars in 1987, will be required to write a post seminar credit examination in order to obtain BCIT diploma credit. REQUEST FOR EXAM forms are provided at the seminars and should be sent to BCIT when you are prepared to write the exam.

NOTE: If you completed either of these courses prior to 1986 and have not received diploma credit, give us a call.

### TSYH 701 & 702 EFFECTIVE LEADERSHIP AND INSTRUCTIONAL SKILLS

These two seminars have also been called FOREMAN TRAINING — MODULE 1, PRINCIPLES OF SUPERVISION, etc., in the past and we are in the process of reviewing old records to verify completion.

If you completed these courses prior to February 28 1986 and advised us, you should have been granted credit on your student record. If you didn't receive credit, give us a call.

Those of you who attended these seminars after February 28 1986 should have been given a REQUEST FOR EXAM form. Successful completion of the exam is necessary to get diploma credit. If you haven't written the exam your record will show these courses as CREDIT PENDING until you complete the exam. Questions?? CALL US!!

### NON-MOTH EMPLOYEES?

Do you have friends who do not work for the Ministry but are interested in the courses you are taking? All courses are available to the public. For course fee and registration information call Ron Isaak, 432-8607.



### HELP NEEDED?

Need more information or assistance with an assignment? Finding errors or problems with your course?

We are in the process of setting up a tutoring schedule so that you can contact a course tutor or assignment marker for your course. Give Mike Boyle a call at 432-8279 and he will be glad to help you or put you in touch with someone who can.

### TSYH 703, 704, & 705 PRACTICAL PERFORMANCE PLANNING, EMPLOYEE RELATIONS, COACHING SKILLS

These seminars are presented by the Ministry and at present diploma credit is granted when we are advised by the Ministry that you have completed the seminar successfully. Beginning in 1987, credit exams will be incorporated into the course either during or after the seminar by using the REQUEST FOR EXAM form. More information on this in the next newsletter.

### TSYH 615 & 616 AVALANCHE SAFETY AND AVALANCHE TERRAIN

Both avalanche courses are granted BCIT credit on the basis of in-course evaluation and examination for diploma students. If you have completed either or both of these courses and have not received credit, please send evidence of completion to us and we'll update your record.

NOTE: We have received many course registration requests for seminar courses. The selection process for Ministry employees to take seminars is not handled by BCIT — we refer all requests to Victoria. If you are nearing the required number of credits for a diploma and have not attended seminars that are on your proposed study program, give Ron Isaak a call and he will try to arrange for the seminar or revise your program as required.

## Portfolio News

### TRANSFER CREDITS

At this time, the transfer credits shown on your student history have not been entered into BCIT's student record computer system (ISIS); we are hoping to have this completed early in 1987. However, in the meantime, if you order a transcript your transfer credits will not be shown. Those of you who are applying to ASTTBC for membership or reclassification should note on your application that Ron Isaak has your academic record at BCIT.

As we complete the updating of transfer credits on ISIS, you will be sent a copy for your records.

### CREDIT PENDING?

Is your student record full of credit pending courses and are you wondering how to obtain credit? So are we, but we're working on it. BCIT is currently considering an official institute policy on experiential learning credit evaluation which could lead to the granting of credit at the time a portfolio is reviewed, rather than using the current credit pending status. Ron Isaak is the chairman of the committee so we'll keep you posted on progress.

In the meantime, our proposed method(s)/criteria for converting credit pending (CP) to regular credit (RC) are as follows:

1. A course must be in print and students registered in it before anyone with credit pending status can apply for regular credit. It's difficult to give credit if a course doesn't exist!!

2. Regular credit may be granted based on one of the following:

- successful completion of a challenge exam in the course, or
- successful completion of an advanced course in an area of study when the student is given regular credit for credit pending courses that are prerequisites to the advanced course, or
- evaluation by a supervisor under the SKILL COMPETENCY EVALUATION procedure that is being developed for some courses.

The Skill Competency Evaluation procedure is not yet finalized; we will provide an update in the next newsletter.

## COURSE REGISTRATION

For faster service please use the correct form when registering for a course. A "Course Registration Form" is reprinted on the back page of this newsletter. Photo copies will be accepted. Please keep a copy for your records.

Originals of the form are available through your Training Supervisors.

Note "Program Registration/Approval Forms" are for initial **program** registration only. Do not use for course registration.



### COURSE REGISTRATION FORM

- TECHNICAL SKILLS CERTIFICATE PROGRAM  
 TRANSPORTATION SYSTEMS TECHNOLOGY DIPLOMA PROGRAM

**PERSONAL DATA**

<b>STUDENT NUMBER</b>	<b>SOCIAL INSURANCE NUMBER</b>	<b>STUDENT NAME</b>	<b>FAMILY NAME FOLLOWED BY GIVEN NAME(S)</b>			
<b>NOTE: IF YOUR "MAILING ADDRESS" HAS CHANGED SINCE YOU LAST APPLIED, COMPLETE THE FOLLOWING:</b> (FOR ALL OTHER ADDRESS AND PERSONAL CHANGES A "PERSONAL DATA CHANGE" FORM MUST BE COMPLETED)						
<b>MAILING ADDRESS:</b>	<b>NUMBER AND STREET</b>					
	<b>CITY/TOWN</b>			<b>PROV.</b>	<b>REGION</b>	<b>DISRICT/BRANCH</b>
	<b>POSTAL CODE</b>		<b>TELEPHONE NUMBER:</b>	<b>NUMBER</b>		<b>AREA CODE</b>
						<b>A</b>

**I AM WORKING TOWARDS:**

<p><b>TRANSPORTATION SYSTEMS TECHNICAL DIPLOMA PROGRAM</b></p> <p><input type="checkbox"/> INTERMEDIATE CERTIFICATE</p> <p><input type="checkbox"/> CERTIFICATE</p> <p><input type="checkbox"/> DIPLOMA</p>	<p><b>TECHNICAL SKILLS CERTIFICATE PROGRAM</b></p> <p><input type="checkbox"/> LEVEL 1</p> <p><input type="checkbox"/> LEVEL 2</p> <p><input type="checkbox"/> LEVEL 3</p>
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**COURSE SELECTION/REGISTRATION**

COURSE NUMBER	COURSE NAME	OFFICE USE ONLY	
		MTLS	ISIS

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTES:**

1. THIS FORM IS TO BE USED ONLY BY APPLICANTS WHO HAVE BEEN APPROVED FOR PROGRAM REGISTRATION.
2. SEND ORIGINAL TO: TRANSPORTATION SYSTEMS TECHNOLOGY DEPARTMENT  
BCIT, 3700 WILLINGDON AVENUE  
BURNABY, B.C. V5G 3H2
3. COPY #1 TO SUPERVISOR.
4. COPY #2 TO APPLICANT