

Apprenticeship Programs Orientation Ogden-Weber Tech College

2020-2021



A UTAH SYSTEM OF TECHNICAL COLLEGES CAMPUS

Call or Visit
801.627.8467 - www.otech.edu

OGDEN-WEBER TECHNICAL COLLEGE
200 North Washington Blvd., Ogden, Utah 84404

*The complete **Student Handbook** and policies can be found on the college web page at <https://www.otech.edu/current-students/policies-student-handbook/>*

APPRENTICESHIP DEPARTMENT CONTACT INFORMATION

Students with questions, concerns, or suggestions regarding the apprenticeship program may contact:

JANECE HOLMES

Apprenticeship Programs Coordinator

Phone: (801) 627-8467

Office: Manufacturing Trades Building, MT109

E-mail: janece.holmes@otech.edu

TUITION AND FEE INFORMATION

TUITION AND FEES: JULY 1, 2020 TO JUNE 30, 2021

See the apprenticeship class schedule for deadlines and enrollment information.

- High School Tuition and Fees: free tuition, book purchase required, must be at least 16
- Tuition and fees: \$320 per semester
- Enrollment fee: \$45 initially or after 6 months of withdrawal
- Re-enrollment Fee: \$25 within 6 months of withdrawal
- Apprenticeship Math: tuition is charged at the current variable tuition rate
- Certificate/degree application fee: Free; Graduation Fee: \$15
- Official transcripts are \$3 each, unofficial transcripts are free

TUITION PAYMENT OPTIONS

HIGH SCHOOL STUDENTS

Students may complete up to two years of an apprenticeship program while completing their high school graduation requirements. Tuition and fees are paid for by the sponsoring school district; high school apprenticeship students must purchase their own books.

Students must be 16 to participate in an apprenticeship program. Apprentices who are younger than 18 years old must register with the Office of Apprenticeship and be sponsored by an employer. See information on Registered Apprenticeship below.

CUSTOM FIT

Custom fit funding may be available for qualified companies. For questions, please email custom.fit@otech.edu

SPONSOR VOUCHER

Sponsoring agencies or employers may pay for tuition and fees by paying the students tuition online. The student will have to share his students ID and password with the employer. Optionally, sponsors may complete a voucher form at <https://owatc.wufoo.com/forms/xxvyto103yfj0a/>

REFUND and WITHDRAW

REFUND POLICY:

Upon withdrawal from the tech college, a student's account will be reviewed to determine if a refund is due. Apprenticeship tuition includes a portion in fees. All fees are non-refundable. For more information, contact Katie Sellers at 801-627-8316, or refer to the Student Tuition Refund policy at www.otech.edu/future-students/tuition

WITHDRAW POLICY

To withdraw from the college, students must complete and submit a Withdrawal form online through the College's website, <http://www.otech.edu/current-students/withdrawal/> to officially withdraw. High school students may not withdraw without the permission of their high school Career and Technical Education Coordinator. Sponsored students should notify the sponsor if they choose to withdraw.

Ten consecutive days of absence will result in automatic withdrawal. Tuition will be charged for all enrolled courses (whether attended or not) until a student officially withdraws from the college.

COLLEGE BOOKSTORE

The bookstore provides classroom needs as well as a variety of food, drinks, and miscellaneous items.

Bookstore Hours: Monday – Thursday: 8:00 am – 6:00 pm; Friday: 8:00 am – 3:00 pm
Location: Northeast corner of the Union Building
Additional Information: 801-627-8369 or 801-627-8353.

ELECTRICAL, HVAC AND PLUMBING BOOKS –MUST BE PRE-ORDERED

If purchasing books from the College Bookstore for the apprenticeship program, they must first be **pre-ordered**. For a list of books for your class, visit the program web page at www.otech.edu

The bookstore on campus does offer **USED** books if they can find them. They will keep a very small amount on the shelf for first come first serve students. The bookstore may be able to offer buybacks as long as the textbooks will remain the same for the following year.

STUDENT IDENTIFICATION CARD

- Students may receive a student identification card after completing enrollment. Your I.D. card may be obtained in the OTECH Bookstore.
- Bring a copy of your **current student schedule**. You can obtain one from the enrollment office on-campus.
- OTECH I.D. can be used at Weber State University Library and with any merchant which gives discounts for college students.

UTAH TRANSIT AUTHORITY (UTA)

The UTA serves three public bus stops on campus. Bus schedules are located by the Cashier's Window in the Student Services Building. UTA offers a convenient way for riders to pay their fare with a prepaid, reloadable FAREPAY card. The FAREPAY card holders can save 40 percent off local bus fare and 20 percent off TRAX. Students can purchase and re-load a FAREPAY card at the College Store (Bookstore).

All questions or concerns relating to the FAREPAY card should be directed to UTA by visiting their website or calling customer service at 1-888-RIDE-UTA (743.3882).

CUSTOMER SERVICE INFORMATION

Student Success Center: 801-627-8494, Hours: 7:30am – 4:00pm, After 4:00pm, by appointment only. The center will help you with interview skills, creating a resume, and looking for employment.

Ogden-Weber Tech Veteran's Center: Student Service Building, 801-627-8462, M-W 8:30am–5:00pm, Thursday 8:30am-6:00pm, Friday 8:30 am-4:00 pm.

College Cashier: 801-627-8313 Window Hours: Monday-Thursday, 9am to 5pm; Friday 9am to 3pm; First and last day of month 8 am to 6 pm (except Fridays)

EMERGENCY NOTIFICATION – “TECH ALERTS”

- All students who enroll at the tech college are automatically added to a notification list in case of campus closure or other emergencies.
- Students will receive notifications via e-mail, text, or voice e-mail based on the information provided to enrollment.

ACCIDENTS AND SECURITY - OTECH Security at 801-430-5139

For accidents occurring after 5:30 p.m., follow this procedure:

- **Call 911 for emergencies.** For non-life threatening incidents, accident victims may go to the nearest hospital emergency room. **Notify your instructor.**
- The college does not cover medical care.
- **Instructor is responsible to:**
 - Notify the college Human Resources Office as soon as possible: Sharon Dobson (801) 627-8416. Treatment for the accident should be priority.
 - Document the full name, address, and phone number of the person injured. Call the emergency-contact person listed on the student demographics.
 - List all witnesses to the accident.
 - If the accident involved a maintenance issue, contact the college Security at 801-430-5139.

PARKING/DRIVING ON CAMPUS

Parking is provided only in designated areas in accordance with posted signage. Students can receive a citation for failure to comply with any campus policies, control signs, or symbols (posted speed limits, stop signs, etc.). The speed limit is 25 mph on the perimeter road and 10 mph in parking lots.

APPRENTICESHIP REQUIREMENTS and INFORMATION

MATH COMPETENCY REQUIREMENTS:

- Complete math details are found on program pages under ADMISSION REQUIREMENTS.
- Using a math study packet is strongly suggested prior to taking any math test.
- Math study packets are found at <https://www.otech.edu/future-students/assessment/> at the bottom of the page under TESTING RESOURCES.
- Math competency completion is required prior to beginning HVAC Technologies or Plumbing apprenticeship related-instruction classes.
- Math may be taken concurrently with Electrical Apprenticeship but must be completed prior to enrolling in Electrical Apprenticeship 2A.
- Schedule a math assessment appointment by calling 801-627-8399.

TRANSFER CREDIT

Students may receive transfer mastery credit for a course by showing they have completed the same competencies at another accredited institution. Official transcripts from other institutions must be mailed, hand carried in a sealed envelope, sent as a PDF attachment in an e-mail, or faxed. If faxed or e-mailed, transcripts must come from the accredited institution.

Records Office Contact Information:
Chelsey Conner
Phone: 801-627-8493
FAX: 801-395-3708
E-mail: chelsey.conner@otech.edu

ENROLLMENT – open M-Th, 8:30 AM – 5:30 PM (8:30 AM – 2:30 PM on Friday) 801-627-8463

For new apprentices and continuing apprentices wanting to enroll at the OGDEN-WEBER TECH COLLEGE:

- Complete the math assessment requirements before enrolling as outlined.
- New apprentices must visit the college Enrollment Office.
- Bring completed Apprenticeship Admission Application to the Enrollment Office.
- **Continuing Electrical and Plumbing apprentices may enroll and pay tuition on-line** at www.otech.edu, click on Student Portal link on top right-hand corner. Follow directions; pay full class tuition and fees, print receipt.
- **Tuition and fees are paid at the time of enrollment.**
- Apprentices are expected to be employed within their chosen occupation and maintain an apprentice license if applicable.
- Employment exceptions are made under special conditions. Contact Apprenticeship Manager for details.

ELECTRICIAN AND PLUMBER LICENSE - ATTENTION LICENSEES: The Division is discontinuing paper licenses and will be sending all license certificates out by EMAIL. Please make sure you provide a valid email during the licensing, reinstatement, and renewal process.

- **Utah Division of Occupational and Professional Licensing (DOPL)**, 160 E. 300 South, PO Box #146741, Salt Lake City, Utah 84114-6741, Phone: (801) 530-6628, <https://dopl.utah.gov/index.html>
- Electricians and plumbers are required to obtain licensure through the Utah Division of Occupational and Professional Licensing. For details and to apply online go to <https://dopl.utah.gov/index.html> click on "Apply for a license" and follow directions.

REGISTERED APPRENTICESHIP CERTIFICATION REQUIREMENTS

To be recognized as a certified journey parson and receive a **Certificate of Completion from the Office of Apprenticeship, U. S. Department of Labor** complete these steps:

TO BECOME A FEDERALLY RECOGNIZED AND CERTIFIED APPRENTICE:

1. Students and their employer must register with the Office of Apprenticeship.
2. Complete all required on-the-job and classroom training.
3. Meet the state of Utah licensure requirements for electricians and plumbers.
4. Obtain official college transcript and give to employer.

CONTACT THE OFFICE OF APPRENTICESHIP TO OBTAIN REGISTRATION ASSISTANCE AND INFORMATION:

Office of Apprenticeship, Patsy Miller, State Director, 125 South State, Room 2412, Salt Lake City, Utah 84138, Phone: (801) 425-2211, miller.patsy@dol.gov

APPRENTICE EXPECTATIONS:

ACADEMIC HONESTY

The college views academic honesty as a reflection of personal integrity. Students are required and expected to maintain the highest standards of academic honesty in the preparation of all examinations, assignments, tests, projects, and fieldwork.

- **ACADEMIC HONESTY IS A REFLECTION OF PERSONAL INTEGRITY**
- Put in the work, study, and succeed!
- Students are required to maintain academic honesty in the completion of all examinations, assignments, tests, projects, and labs.
- Misconduct is subject to disciplinary action or dismissal.

CODE OF CONDUCT

- Students shall conduct themselves in a manner consistent with the basic standards of employment (e.g., punctuality, satisfactory attendance).
- Behavior, which interferes with or detracts from the teaching/learning process or violates school regulations or federal, state or local laws is not acceptable and may result in disciplinary action or dismissal.
- This policy includes provisions (not all-inclusive) regarding use of drugs not prescribed to the holder, and/or of alcoholic beverages on campus prior to or during school hours
- Grounds for dismissal (not all-inclusive) cheating, plagiarism, removal or destruction of college property, unacceptable or unauthorized use of college computers, gambling, fighting, possession of weapons, abusive language, threats, insubordination, bullying and all types of harassment.
- Incidents of alleged academic misconduct will be handled through the established procedures of the college, which may result in probation or dismissal. (OWTC Policy 530.4, Student Rights, Responsibilities, and Code of Conduct) <https://www.otech.edu/current-students/policies-student-handbook/>

OTECH APPRENTICESHIP DEPARTMENT CELL PHONE POLICY

- Student may use courtesy phones located in the lobby.
- No cell phones used as a calculator. See your class syllabus for a calculator suggestion.
- **Cell phones may not be out during testing.**
- Friends or relatives may call students at the College only in an emergency. Provide your family with your classroom number. In an emergency, your family can reach you by calling **OTECH Security at 801-430-5139**. An officer will find you and deliver a message

PROGRESS

The first priority of faculty and staff is the success of our students. One way to promote success is to require monthly progress standards. All apprentices are required to maintain **80%** monthly progress and attendance. You can check your progress on the Student Portal. Contact your instructor if your progress is below 80%.

Progress is calculated monthly by the number of hours of completed course work divided by the total hours a student has been scheduled. It is the apprentices' responsibility to turn in assignments and classwork to their instructor in order to receive progress.

STUDENT ATTENDANCE

A work-related absence requires pre-planning.

1. Complete a blended-learning agreement and a turn in a documented (written) explanation on company letterhead from the apprentice's supervisor for EACH ABSENCE. A printed contact name and phone number must be included. Phone calls and text messages are not acceptable.
2. Plan with your employer! Blended-Learning Course Guideline Agreements are required for more than three work-related absences per semester. We want to help you succeed!
3. Blended-Learning Course Guideline Agreements available from your instructor or Apprenticeship Manager.
4. **Regardless of absences**, all course work, tests, and labs students must meet the **80% progress** standard.
5. Apprentices that miss three work-related classes without completing a Blended-Learning Course Guideline Agreement are subject to failing the course.
6. Students are withdrawn from college after ten consecutive days of absence.
7. Tuition will be charged for all enrolled courses (whether attended or not) until a student **officially withdraws** from the tech college.
8. Students should check their attendance every week through the OTech college web site **www.otech.edu**.
 - a. See Student Portal information in this document for details. Student Portal is accessible from class or from home.
 - b. Discuss attendance discrepancy with your instructor or the Apprenticeship Manager.

BLENDED - LEARNING EDUCATION

In some cases, when students are unable to attend class due to work schedules, special arrangements can be made to complete the course.

1. Meet with the apprenticeship instructor any time you are unable to attend class due to work.
2. Complete an Apprenticeship Blended Learning Agreement with your instructor and employers.
3. Follow the directions as listed on the agreement.
4. Stay in contact with your instructor and meet the progress and attendance standards.

STUDENT CLOCK-IN STATION Apprentices are expected to maintain 100 percent attendance with a minimum of 80 percent attendance per semester. To be marked present, students are expected to be in class a minimum of 50 minutes from the start of the hour.

- To be marked present, students will be in class a minimum of 50 minutes per hour.
- Students may clock in **15 minutes** before the hour and up to nine **9 minutes** after the hour.
- **If you do not clock in or out of your class, you will be marked absent.**
- **Disciplinary action will take place if you clock in or out for another student.**

COURSE COMPLETION Semester grades are normally in the system 5 days after the end of the semester. You can log in to your Student Portal to print your unofficial transcript. (read STUDENT PORTAL ACCESS information)
Apprenticeship Grades: Projects, tests, and skill demonstrations must be completed at a minimum of 80%.

- Grading Scale:
 - A = 95-100%
 - A- = 90-94%
 - B+ = 85-89%
 - B = 84-88%
 - B- = 82-80%

GRADUATION AND COMPLETION

GRADUATION AND COMPLETING YOUR EDUCATION

- Students will be eligible for a Certificate of Proficiency from the OGDEN-WEBER TECH COLLEGE when they successfully complete all of the required courses and master the necessary competencies.
- Graduation ceremonies are held each year in the winter and spring. Graduation information may be found at www.otech.edu/current-students/graduation

STUDENT E-MAIL

For complete directions on how to set your email account, go to www.otech.edu/current-students/student-email

- All students enrolled at the OTech receive a student Gmail account at <http://mail.google.com/a/student.otech.edu> (do not "Create account")
- This is the email account the college faculty and staff will use for communication with students.
- New students will have email accounts available within 24 business hours of enrollment.
- **Enter your email:** [first name].[last name][last four of student ID]@student.otech.edu (Example: tomas.villegas9876@student.otech.edu)
- **Password:** If you filled out an application through the student portal, your password is the same one you set up at that time.
- **This is the college default password:** [birthdate year, month, day, First Name initial (uppercase), Last Name initial (Uppercase)] (Example: 19990702TV)

STUDENT PORTAL ACCESS – student records

Students may access the student portal by at www.otech.edu and click on Student Portal at the top of the page.



- Click on "Log in" in the top right corner
- For assistance contact Student Service by calling [801-627-8300](tel:801-627-8300) or by email at ss@otech.edu
- **Password:** [birthdate year, month, day, First Name initial (uppercase), Last Name initial (Uppercase)] (Example: yyyyymmddTV)

ON-LINE ACCESS TO EDUCATION RECORDS is available on the Student Portal on the college web page. Students are encouraged to use the student portal to monitor their attendance and progress, as well as to use the portal to **pay tuition, run a program completion evaluation, print an unofficial transcript, and print 1098-T tax form, etc.**

STUDENT RIGHTS

SAFETY DATA SHEETS (SDS) 'RIGHT TO KNOW' GUIDELINES

- Employees and students have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working. Employees and students also need to know what protective measures are available to prevent adverse effects from occurring.
- This database is open to employees, students and guests on campus.
<https://www.3eonline.com/EeeOnlinePortal/DesktopDefault.aspx>

COMPLAINTS AND DISABILITY

- It is college policy to resolve all student complaints at the level most immediate to the parties involved. Students are encouraged to discuss their complaints with College employees in an attempt to allow due process.
- If students are not comfortable discussing their complaints with the College employee, they may go to a counselor or a director/manager. If the complaint is not resolved, the student may choose to complete an Informal Student Complaint Form within five days of the incident and submit it to a counselor or director/manager.
https://www.otech.edu/files/policies/520.8_Student-Grievances-and-Sanction-Appeals.pdf
- **Disability Services:** The tech college is committed to providing equal education opportunity regardless. For assistance, contact the College Compliance Office Shawna Werner, Student Services Building, Room 106, 801-627-8320.

NATIONAL TECHNICAL HONOR SOCIETY

The NTHS mission is to honor student achievement and leadership in career and technical education, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership.

Instructors can nominate you if you are a self-starter, you have finished Level 1, you have 100% progress and 90% attendance or higher, and you demonstrate leadership and teamwork skills. Scholarship opportunities are available to NTHS members. Visit the NTHS website for details.

SkillsUSA

SkillsUSA is a national and state leadership organization for students enrolled in technical, health, and leadership programs. Students who participate have the opportunity to demonstrate their skills at local, state, and national competitions. Winning students are awarded great prizes from area employers and suppliers. Ask an instructor for more information on how to get involved in SkillsUSA.

Associate of Applied Science in Apprenticeship

2020-2021 Catalog Year

Weber State University

The AAS in Apprenticeship is a generic degree open to anyone designed for students who are completing an apprenticeship program under the auspices of the Office of Apprenticeship. This degree consists of the apprenticeship courses from Ogden-Weber Technical College (OTech) and on-the-job training from an employer coupled with general education and two additional required courses from WSU. The degree was developed for OTech, it is open to anyone who meets the qualifications of an apprentice with a certificate of proficiency from a post-secondary institution offering the Office of Apprenticeship (OA) certified program. **Full details available at <https://weber.edu/CMT/apprenticeship.html> and https://catalog.weber.edu/preview_program.php?catoid=18&poid=8638&returnto=6245**

Advisement and Questions For additional information, advisement, and to schedule an appointment online with an advisor at <https://www.weber.edu/east/advising/default.html> or call 801-395-3496.

Graduation Requirements In order for a student to receive this degree they must complete the course requirements listed below and any *WSU required prerequisites*:

- ENGL 1010 EN - Introductory College Writing Credits: (3)
- COMM 1020 HU - Principles of Public Speaking Credits: (3)
- COMM 2110 HU - Interpersonal and Small Group Communication Credits: (3)
- BTNY 1403 LS - Environment Appreciation Credits: (3-4)
- MATH 1050 QL - College Algebra Credits: (4)
- ECON 2010 SS - Principles of Microeconomics Credits: (3)
- MIS 2010 - Business Computer Skills Credits: (1)
- LIBS 1704 - Information Navigator Credits: (1)

And provide one of the following:

- State of Utah Journeyman's License
- Certificate of Completion from the Office of Apprenticeship (OA)
- Certificate of Completion from a post-secondary institution offering an OA certified program

Salt Lake Community College

Apprenticeship students may enroll in general education classes prior to completing an apprenticeship program. Independent and Electrical JATC apprentices are eligible to enroll in this program. When enrolling at SLCC, specify a major as Electrical Apprenticeship, HVAC Apprenticeship, or Plumbing Apprenticeship (see catalog page links below). This will give apprentices a discounted tuition rate for the General Education classes. Contact an advisor for course suggestions.

- **Electrical Apprenticeship:**
http://catalog.slcc.edu/preview_program.php?catoid=14&poid=6133&returnto=2780
- **Plumbing Apprenticeship:**
http://catalog.slcc.edu/preview_program.php?catoid=14&poid=6139&returnto=2780
- **HVAC Apprenticeship:**
http://catalog.slcc.edu/preview_program.php?catoid=14&poid=6135&returnto=2780

Advisement and Questions If you are a new SLCC student, contact the main Academic Advising Office to set an appointment: 801-957-4978. For details on apprenticeship, contact the Apprenticeship Office, Taylorsville Redwood Campus, CT 274, 801-957-4066. The program advisor is **Stacey Case, Technical Specialties**, 801-957-4550, stacey.case@slcc.edu

Graduation Requirements To receive the AAS Degree in Apprenticeship from SLCC: (1) Complete related apprenticeship instruction at one of Utah's technical colleges. (2) Complete all required Gen Ed; SLCC has a 25% (16 credits) residency requirement (3) Successfully pass the state license test in Electrical or Plumbing (4) Email a completed graduation application and a copy of journeyman license information to SLCC Graduation Office: graduation@slcc.edu.