



## **Construction Trades Student Handbook**

Rev. 7/2022

### **Classes Include:**

**Carpentry Level 1**

**Construction Project Management**

**Electrical Levels 1-4**

**HVAC Levels 1-4**

**Heavy Equipment Operator Level 1**

**Plumbing Levels 1-4**

## Table of Contents

<b>Student Learning Objectives / Course Outlines.....</b>	<b>3</b>
<b>Admission Requirements.....</b>	<b>3</b>
<b>Contact Information.....</b>	<b>3</b>
<b>Books and Supplies .....</b>	<b>3</b>
<b>Attendance Policy .....</b>	<b>4</b>
<b>Cancelled Classes .....</b>	<b>4</b>
<b>Exams.....</b>	<b>4</b>
<b>Grading and Your Credential.....</b>	<b>4</b>
<b>Transcripts.....</b>	<b>5</b>
<b>Cell Phone/Electronics Policy.....</b>	<b>5</b>
<b>Dress Code.....</b>	<b>6</b>
<i>What to Wear.....</i>	<i>6</i>
<i>What NOT to Wear .....</i>	<i>6</i>
<i>What to Bring .....</i>	<i>6</i>
<i>What NOT to Bring .....</i>	<i>6</i>
<b>Lab Guidelines .....</b>	<b>7</b>
<i>During Class.....</i>	<i>7</i>
<i>End of Class.....</i>	<i>7</i>
<b>Differences between an Apprenticeship program and being a Registered Apprentice .....</b>	<b>7</b>
<i>Apprenticeship Program and Classes.....</i>	<i>7</i>
<i>Registered Apprentice .....</i>	<i>7</i>
<b>Reasons for Dismissal from Program.....</b>	<b>9</b>

## Student Learning Objectives / Course Outlines

Apprenticeship classes are ideal for students new to the field or those currently employed who would like to enhance their skills and work toward a journeyman/master license.

Our Apprenticeship programs are designed using the National Center for Construction Education and Research (NCCER). This curriculum prepares students to earn credentials in each of the four levels and, combined with four years of full-time employment, enables them to apply for the journeyman license.

## Admission Requirements

1. Must complete registration for the class including payment to Laurel Ridge Community College.
2. Level 1 Classes ONLY: All apprenticeship programs require new students entering Level 1 Trades classes to attend a WorkKeys Assessment Session **at least two weeks prior** to the start of class.\*
  - a. This is a separate class registration at **no cost** to the student
  - b. During this 4-hour session, students will get an overview of their trades program and learn about the traditional yearlong and accelerated class delivery formats
  - c. WorkKeys is a job skill assessment tool that helps employers develop a high-performance workforce and assists students to achieve career success

\*This requirement may be modified by Laurel Ridge Community College if deemed necessary by the college.

## Contact Information

Instructor: The instructor will provide their contact information on the first night of class.

Students: On the first night of class confirm that the email address listed on the class roster is correct. You will be required to sign the roster each night of class to confirm attendance requirements have been met.

## Books and Supplies

All books and supplies are included in the cost of tuition. Please see the note below in the section "What to Bring" to learn about what you can, and are expected to bring, to class.

## Attendance Policy

Students are expected to attend all classes. Students who miss more than 30% of a class will be academically withdrawn and receive an "I" (incomplete/fail) for the class.

### Fast Forward Funded Students Only

Failure to meet attendance requirements and subsequent removal from the class results in your responsibility to pay an additional 1/3 of the total course cost (tuition) to Laurel Ridge as agreed upon when you signed the WCG Fast Forward Open Enrollment Agreement.

## Cancelled Classes

If for any reason the instructor needs to cancel class, each student will receive an email and phone call before the start of the class. Laurel Ridge Community College uses Laurel Ridge Alert to immediately contact you during any crisis or emergency. All weather-related cancellations will also be relayed through Laurel Ridge Alert. Please register at:

<https://laurelridge.edu/emergency-alerts/>

Please be sure to pay attention to the specific campus that might be closing or impacted.

## Exams

### NCCER Curriculum

- 70% passing score or higher on all module online quizzes and classroom exams
- Mandatory retest period between each attempt is 2 days
- Students are responsible for schedule time with the instructor for retakes
- Module tests are closed book (no handouts, no notes)
- Tests cannot be done at home

## Grading and Your Credential

There are two separate, but equal components of success in this class:

- 1. Class Completion\***
- 2. Credential Attainment**

**\*If you are enrolled as a FastForward student in this class** (You paid 1/3 of the full price of class), it is important to understand that if you fail to successfully complete this class, regardless of whether or not you obtain the credential, you will be **responsible for paying the second 1/3 of the cost of this class** and will be **ineligible for future FastForward funding** (You will have to pay full price for future classes).

### **CLASS COMPLETION...**

**To successfully complete this class, students must:**

1. Maintain 70% Attendance

2. Receive 70% or higher grade on all online work and classroom exams

This class uses the **NCCER Curriculum** for both online and classroom instruction. Students are expected to complete online modules as well as learn and demonstrate the necessary skills for this level of the profession.

NCCER Curriculum Guidelines:

- 70% passing score or higher on all module online quizzes and classroom exams
- Mandatory retest period between each attempt is 2 days
- Students are responsible to schedule time with the instructor for retakes
- Module tests are closed book (no handouts, no notes)
- Tests are administered in person, in class, using an online platform. **No exceptions**
  - *Chromebooks are provided for student testing use.*
  - *Tests cannot be done at home*

### **CREDENTIAL ATTAINMENT...**

**To obtain the credential for this class**, students must:

1. Pass all Module Tests with a 70% or better; and
2. Successfully demonstrate all hands-on skill tests for your instructor

## Transcripts

To view your unofficial transcript, use this link: <https://identity.my.vccs.edu/>

If you need your Laurelridge.edu login information call 540-868-7021.

- Go to Laurelridge.edu and log into your myLaurelRidge.edu account at the top of the page in the dark blue bar.
- Click on SIS and then click on Academic Records.
- Click View Unofficial Transcript

There are no fees for an unofficial transcript.

## Cell Phone/Electronics Policy

Cell phones may not be used during class for texting, talking, or internet. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during class as needed. **Cell phones are not permitted during exams.**

## Dress Code

Safety is our priority, and we require the following dress code to be observed.

### What to Wear

- Long pants free of rips or holes
- 100% cotton shirt, long sleeve or t-shirt depending on weather
- Shoes should be leather and extend over the ankle, steel toe preferred
- Hair tie if necessary

*\*\*\*Everything you wear could be potentially damaged by the nature of the class. Please do not wear anything you do not want to be damaged.*

### What NOT to Wear

- Shorts
- Ripped, frayed, or cuffed pants
- Sleeveless shirts such as tank tops
- Open toed shoes or heels
- Anything flammable or that melts easily (such as nylon, flannel, or synthetic materials)
- Loose clothing
- Loose or dangling strings or jewelry

### What to Bring

#### General Supplies

Students are expected to bring notebooks and pens for class. Highlighters are optional.

#### Personal Protection Equipment (PPE)

Students are provided PPE (Laurel Ridge owned) throughout the class. If you feel more comfortable buying and bringing your own, you are welcome to do so.

#### Computer/Laptop

For the first night of class a laptop is optional and can be used for NCCER to register and login.

### What NOT to Bring

#### Lighters

Do not bring lighters into classroom/lab environment. These have been known to explode in certain conditions. Do not keep them on your person.

## Lab Guidelines

To keep our labs up to standard for all classes and guests to our campus (future students and/or employers), everyone is expected to do their part in keeping the lab clean and readying it for the next class.

### During Class

1. Students should wear personal protection equipment relevant to the task they are performing when working in the lab - **no exceptions ever.**
2. Students should be considerate of classes in other labs

### End of Class

1. Clean workbenches/tables
2. Clean floor of any trip hazards, sweep if needed
3. All equipment should be stored and organized
4. Trash thrown away or put in recycling

**\*Clean up starts 15 minutes before the end of class. This is mandatory for everyone.**

## Differences between an Apprenticeship program and being a Registered Apprentice

### Apprenticeship Program and Classes

Our Apprenticeship programs are designed as hybrid training models. Hybrid training is a combination of online training and live classroom/lab training. Our apprenticeship programs satisfy the classroom hour requirements of related instruction for a Registered Apprenticeship (144 hours/year for the National Office of Apprenticeship).

### Registered Apprentice

Someone who is both:

- 1) In an apprenticeship program AND
- 2) registered with state as an apprentice through their employer.

Registered Apprenticeships combine carefully defined and employer-specific training under the guidance of a highly skilled mentors at a worksite. On-the-job training is supplemented with

related classroom instruction. Upon successful completion, apprentices are awarded a Certificate of Completion.

## Reasons for Dismissal from Program

**Guidelines for dismissal from the program include, but are not limited to:**

- Disrupting the class
  - Only one warning will be provided before a student is removed from the class
- Significant absences/tardiness (over 30% of classes)
- Damaging or incorrectly using equipment after being instructed on proper use
- Stealing
- Cheating on exams

**No refunds will be given upon dismissal from the program. Students may follow the college's grievance process if they wish to have the decision reviewed.**

\*This handbook should be used in conjunction with the complete Laurel Ridge Student Handbook for comprehensive guidance on all policies. This can be found at

<https://catalog.laurelridge.edu/>



