

Fiber Optic Installer



Laurel Ridge Community College, Workforce Solutions Fiber Optic Installer Handbook

Welcome to the Fiber Optic Installer program at Laurel Ridge Community College, Workforce Solutions. The Certifications offered through Workforce Solutions provide hands-on learning throughout each course to prepare you for real world experiences. Please review this handbook carefully so you fully understand the requirements for each course offered.

Admission Requirements

1. Must be at least 16 years of age.
2. Must have completed all prerequisites to register for the class. Please make sure to check the website for specific prerequisites associated with each program. You will not be permitted to register for a program without the necessary paperwork.
3. Must complete registration for the class, including payment to Laurel Ridge Community College. ***Registration closes 3 business days prior to the first day of class***

Student Essential Soft Skills Standards

Students are encouraged to continually develop the following soft skills to be successful in the classroom and beyond. These skills will not only help you to get a job, but also help you to keep the job.

1. Customer Service Skills
2. Written and Verbal Communication Skills
3. Teamwork and Collaboration
4. Adaptability
5. Critical Thinking/problem Solving Skills
6. Conflict Resolution
7. Time Management
8. Commitment
9. Leadership Skills
10. Strong Work Ethic

Student Essential Performance Standards*

Students are expected to complete course requirements that prepare them to perform essential job functions in the Fiber Optic field. These functions and skills are:

1. Speech: Establish rapport and communicate with classmates and instructors.
2. Hearing: Auditory acuity to perceive and interpret various equipment signals and to use the telephone.
3. Vision: Visual acuity to read any handwritten, printed data, or colors.
4. Mobility: Must be able to bend, squat or kneel and assist in lifting or moving equipment.
5. Manual Dexterity: Determine eye/hand coordination and manipulation of equipment
6. Fine Motor: Use hands for grasping, pushing, pulling, and fine manipulation and possess tactile ability sufficient for working with computer equipment.
7. Mentation: Ability to assimilate and apply knowledge acquired through lecture discussions, readings, class assignments, and labs.
8. Writing: Communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.

****Any student who thinks he/she does not possess one or more of these functions should contact the disability services provider at the campus. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For more information, please go to the Laurel Ridge website at the following link: <http://laurelridge.edu/disability>***

Books/Supplies

All books and supplies are included in the cost of tuition, as well as the exam voucher(s). Each student gets 1 retake. You do not need to bring your own laptop; a computer will be provided during the class. Most classes have work that must be completed at home.

Grading System

Students must adhere to the attendance policy **AND** sit for the certification exam to receive a Certificate of Completion and comply with Fast Forward policies. Students will receive the Certificate of Completion the last night of class. It is expected that students participate, and complete modules required in all materials provided. This includes but are not limited to Reading chapters from the textbook and completing discussion questions.

At least 4 hours per week of reading and reviewing course material will be required outside of class to be successful. All hands-on preparation will be held during class time.

Certification Exam Information

Certification Exam Information- ALL TEST SCORES MUST BE SUBMITTED TO WORKFORCE SOLUTIONS. Please send testing information to Samantha Brill, sbrill@laurelridge.edu and Lisa Bray, lbray@laurelridge.edu

- Students can obtain the following with successful completion/score:
 - A digital badge from Light Brigade indicating completion of the course.
 - Fiber Optic Installer Certification through ETA.

- A digital badge indicating the completion of the Sumitomo hands on exam.
- A digital badge from ETA indicating completion and passing score for both the written exam and hands on portion of the Fiber Optic Installer Certification Exam.
- Any student who does not take the exam within 30 days from the end date of their class will forfeit their exam voucher.
- Students are responsible to notify the Programming Administrative Assistant, Lisa Bray, lbray@laurelridge.edu or the Fiber Program Manager, Samantha Brill, sbrill@laurelridge.edu to schedule any retakes.

Attendance Policy

Students are expected to be present, **on time**, and ready to participate in all regularly scheduled classes. This is a rigorous program, and attendance is VITAL to success. It is the student's responsibility to notify the instructor about missing class. One of the top reasons why people are fired is for tardiness or not showing up for their scheduled shift! Workforce Solutions facilitates learning opportunities and connections that empower individuals, organizations, and communities. By meeting these expectations, students will be prepared for solid attendance at their future workplace.

1. Being tardy **more than 30 minutes** to class will count as an absence.
2. In case of an emergency or illness that will result in an absence, students are to contact the instructor prior to class*.
3. Students must attend 75% of the class. Missing 25% or more of the class will result in dismissal from the program.

Lab Guidelines

To keep our labs up to standard for all classes and guests to our campus, everyone is expected to do their part in keeping the lab clean and ready it for the next class.

- Students should wear personal protection equipment relevant to the task they are performing when working in the lab - no exceptions ever
- No horseplay and ACT RIGHT!
- Clean workbenches/tables
- Clean floor of any trip hazards, sweep if needed
- All equipment should be stored and organized
- Trash thrown away or put in recycling

Grounds for Dismissal from the Program

Include but are not limited to:

1. Disrupting the learning environment
2. Failure to comply with safety standards
3. Any form of cheating or plagiarism

4. Missing 25% or more of regularly scheduled classes

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

Cancelled Classes

If for any reason the instructor needs to cancel a class, students will receive an email or phone call as soon as Workforce Solutions is notified. It is your responsibility to keep your contact information current so that we can reach you. Cancellations are not always systemwide. Please check cancellation notices for specific campus details. Laurel Ridge Community College uses Laurel Ridge Alert to immediately contact you during a major crisis or emergency. For the latest emergency closing information, please sign up for the college alert system by texting laurelalert (all one word) to 226787.

Cell Phone/Electronics Policy

Cell phones may not be used during class. Students are not to take or place calls, send or receive text messages, or use social media applications during class. All cell phones are to be turned to silent, not vibrate, while in class. The only exception is if the instructor asks you to use your phone for demonstration or instruction purposes.

See Something, Say Something

See Something, Say Something If you have a concern about something you've observed or heard that may give you concern about another student, impact the safety of our environment, or disrupt the delivery of our educational process, we encourage you to fill out the See Something, Say Something report form. This link can be found at <https://laurelridge.edu/see-something-say-something/>

Additional Resources

<https://laurelridge.edu/community-resources/>

- Struggling to make ends meet? Single Stop
- Child Care Assistance
- Technology Assistance
- Transportation

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>