



---

---

## ELAP 0000 Electrician Apprenticeship Program Orientation

---

---

Faculty: Please refer to your syllabus for Instructor and Contact Information

Room: Davis Tech Main Campus

Advisement Hours: Before and after class, or by email

---

### Introduction

Welcome to the Electrician Apprenticeship program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website ([www.davistech.edu](http://www.davistech.edu)).

### Program Description

The Electrician Apprenticeship program offers students the skills necessary to bring electricity into homes, businesses, and factories. As a student in the program you will install and maintain the wiring, fuses, and other components through which electricity flows. Most electricians learn their trade through apprenticeship programs and Davis Technical College offers one of the most respected. Our program combines paid on-the-job training with related classroom instruction. Because of the comprehensive training received, those who complete apprenticeship programs, like the one at Davis Tech, qualify to do both maintenance and construction work. The Electrician Apprenticeship program lasts four years with two semester courses each year. In the classroom, apprentices learn electrical theory, blueprint reading, mathematics, electrical code requirements, and safety.

### Program Objectives

The Electrician Apprenticeship program is designed to prepare students for Journeyman exam administered by the Utah Division of Occupational and Professional Licensing (DOPL). This program meets the state's requirement for related instruction. Students will have the opportunity to learn and apply the following while enrolled in the Electrician Apprenticeship Program:

- Identify and explain:
  - National Electrical Code sections relating to residential and commercial installations, as well as motors and motor controls
  - National Electrical Code requirements relating to Grounding and Bonding
  - Transformer operation
  - The application of various AC and DC Motors

- Explain electrical theory
- Identify various raceways and fittings
- Perform calculations and solve problems relating to series, parallel, and combination circuits
- Demonstrate knowledge of alternating current theory
- Develop, draw, and wire basic motor control circuits
- Demonstrate comprehensive knowledge of the National Electrical Code, as well as knowledge of leadership, supervision, and project planning
- Prepare to take the Utah Journeyman Electrician Exam

## General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

## Advisement

Teacher advisement is important for your success at the Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructor is available to meet with you during the advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System
- Review performance and attendance
- Define and clarify training and career goals
- Select appropriate courses according to interest and aptitude
- Select courses that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication



- Discuss challenges with referral to appropriate institutional support systems that can help improve your success

## **Scheduling**

Following course enrollment, you will receive a schedule that shows the start and end dates. Generally “A” courses are offered from August to December and “B” courses are offered from January to May. If you are not successful in a course, you will be required to repeat the course the next time it is offered.

## **Campus Technology**

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

## **Learning Resources**

### **Student Resource Center**

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

### **Electronic Student Resources**

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

### **First Aid Supplies**

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

## **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

## **Student Policies and Procedures**

You may find further information on institutional student policies and procedures here: <http://www.davistech.edu/student-policies>.



## Students with Disabilities

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

## Performance Standards

### Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. At the beginning of each course, you will purchase or receive course curriculum, which provides guided learning modules to follow. Although these courses are defined-entry/defined-exit, these guidelines will help you meet industry time standards and complete coursework in a fashion similar to that in industry.

### Grading

To receive a passing grade in any course, you must receive a 75 percent on the final competency written and/or hands-on exam that is administered for each course. You will be allowed two attempts to pass the written and/or hands-on exam. Failure to pass the exam will result in an inability to move on to the next course.

You will receive a letter grade for each course. The grading scale used throughout the program will be the following:

A	94-100%	A-	90-93%
B+	87-89%	B	84-86%
B-	80-83%	C+	77-79%

Final grades below a C+ will be considered failing, and you will be required to repeat the course.

Assessments	Homework	Lab/Class Participation/ Attendance	Competency Exam	Total
25%	25%	25%	25%	100%

### Attendance

The Electrician Apprentice program requires 80 percent minimum attendance. This allows you to be absent a maximum of 6 days per course. There are no exceptions to this rule. Please manage your time wisely.

If you are absent for ten (10) consecutive scheduled days, you will be withdrawn from Davis Tech. Failure to meet the required attendance standard will result in academic corrective action being taken.

If you experience a situation that will require you to be absent more than a day or two, such as a work requirement, major illness, accident, or family tragedy, please notify your instructor as soon as possible to determine if any arrangements can be made to accommodate you.

The individual student will be held responsible for ensuring they have sufficient classroom hours to complete the course. As required by the state of Utah, each apprentice must successfully complete a



minimum of 144 hours of related and supplemental instruction each year of apprenticeship (72 hours each semester).

Students are required to sign in on the class roll each evening upon arrival. No sign in equals no credit. The instructor will not remember later if the student was in class. If the student arrives late or leaves early, they are required to record the time on the roll as such. The student will only receive credit for time spent in class. There are no excused absences.

## Academic Discipline

If a student does not meet the Davis Tech or Electrician Apprentice performance standards, he or she will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

## On-the-Job Training

Students employed in the electrical industry should hold a valid Utah **Apprentice Electrician** license. You can find more information about how to obtain this license here:  
<https://dopl.utah.gov/licensing/electrical.html>

## Student Improvement Plan

When academic discipline is deemed necessary, the first step will be to create a student improvement plan. The goal of this plan is to identify any unsatisfactory performance along with changes that must occur to improve performance. The plan will also detail the length of time a student has to correct the performance and the process used to monitor and evaluate the outcome.

Successful completion of the terms of the plan will end academic discipline at the end of the plan period. Failure to correct the unsatisfactory performance or maintain other program standards by the end of the plan period will result in additional academic discipline steps.

## Termination

Termination from the program may be based on any one of the following reasons:

- **Performance Standards:** consistently failing to meet the Electrical Apprentice performance or attendance standards.
- **Dishonesty:** any documented episode of dishonesty including but not limited to cheating, or falsification.
- **Unauthorized Computer Use:** using classroom computers for anything other than work designated in the curriculum including checking email, visiting chat rooms, surfing the web, playing games, etc.

Termination means that a student will be dropped from the program and will be ineligible to re-enroll in the program until the next course offering or specified timeframe outlined in the termination documentation. After that period, he or she may be eligible to re-enter the program subject to availability of an opening in the class. Only one termination will be allowed, and should



the student become eligible for termination again, regardless of the reason, he or she will not have an option to return to the program (expulsion).

### **Problem Resolution**

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

### **Program Safety**

You will learn about industrial safety in ELAP 1010 Electrical 1A and ELAP 1031 Electrical 3A. Additionally, you are expected to follow safety standards during classroom and lab activities.

### **Course Evaluations**

At the end of each course, your instructor will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

### **Student Follow-up**

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

### **Student Conduct**

The focus of our educational programs is to prepare you for employment. This means that we promote good employability practices as well as instruct you on particular job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than what your academic achievement scores are.

In the classroom, practices that demonstrate good work ethics are as follows:

- Good attendance: Employers want workers they can depend on to show up and to stay at work for their entire shift.
- Punctuality: Employers want workers to show up on time, ready to work, and to return from breaks and lunch in a timely manner.
- Responsibility: Employers want workers that take responsibility for doing a job correctly and completely, for learning new skills, and for asking for assistance when necessary.
- Honesty: Enough said.
- Initiative: Employers want workers that make an effort to go over and above the minimal acceptable standard and to show pride in their career.



- Cooperation: Employers want workers that can work with other people in all types of situations.
- Dedication: Employers want workers that are dedicated to their profession, their place of employment, and to continuously learning new skills.

**Food and Drink Policy**

Food and beverage are allowed in the classroom area as long as you clean up after yourself and the items are not a distraction for the rest of the class. Food and beverages are not allowed in any Davis Tech lab area.

**Children/Visitors in the Classroom**

Children or Visitors are not allowed in the classroom.

**Cell Phone Use**

Cell phones are allowed to be in used during class for educational purposes only (i.e. accessing Canvas or student resources). Phone calls and texting should be completed during your break. If you have an extenuating circumstance that you feel is necessary to have your cell phone on, please discuss this with the instructor.

