



PLAP 0000 Plumbing Apprentice Orientation

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Advisement Hours: Before and after class or by appointment

Introduction

Welcome to the Plumbing Apprentice 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), or in Student Services.

Program Description

Students in the Plumbing Apprentice program will learn design, install, repair and maintaining piping systems such as soil, waste, vent, potable water, waste water treatment, gas systems (medical, propane, and natural) in residential, commercial, industrial building and utility sites. Students will learn to assemble, install, maintain and repair pipes, fittings, fixtures, appurtenances, appliances of heating, storm water and sanitary drainage systems according to specifications and plumbing codes. In addition, students will learn how to install sanitary fixtures; such as lavatories, toilets, bathtubs, bathrooms accessories, showers, kitchen sinks and appliances, drinking fountains and laundry equipment.

Program Objectives

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

- Prepare to take the Utah Journeyman Plumbing Exam

- Demonstrate knowledge on assembling, maintaining, fitting and repairing pipes on appliances of heating, water storm and sanitary drainage systems
- Perform installation according to specifications and plumbing codes.
- Install sanitary fixtures such as lavatories, toilets, bathtubs, bathrooms accessories, showers, kitchen sinks and appliances, drinking fountains and laundry equipment.

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. You should meet with your advisor at the beginning of each course and at least once a month. 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 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.

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 purchase or receive course curriculum which provides guided learning modules for you to



follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

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

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. 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 some accommodation by the instructor, contact an advisor in Student Services to document the disability.

Performance Standards

To receive a passing grade in any course, you must receive a 70 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.

Grading

Grades are calculated from quiz and test scores.

Quizzes/Tests – 25%

Classroom Assignments – 50%

Final Competency Exam – 25% (Minimum acceptable score is 70%)

Grading Scale:

A	94-100%	A-	93-90%		
B+	87-89%	B	84-86%	B-	80-83%
C+	77-79%	C	74-76%		

Final grades below a C will be considered failing, and you will be required to repeat the course. Instructor and classmate assistance is available.

Probation/Termination

The following are reasons that you may be placed on probation or terminated from the Plumbing Apprenticeship program:

- Excessive tardiness
- Unsafe actions in the lab that place you and other students at risk for injury
- Displays of behavior that are considered harassment, sexual or otherwise
- Cheating on tests

Attendance

Although high school students in this program are required to have a defined schedule, adult students have flexible scheduling options with a minimum attendance standard.

The Plumbing Apprenticeship student must follow the attendance requirements of the Division of Occupational and Professional Licensing (DOPL). You must attend 72 hours per semester to attain attendance requirements.



If you experience a situation that will require you to be absent, such as a major illness, accident, or family tragedy, please notify your program instructor.

You should plan to arrive for class on time. If you arrive 30 minutes or more after the scheduled class start time, you will be marked absent. Prompt return from breaks is also necessary. Excessive tardiness will be addressed in the same manner as absenteeism.

Academic Performance & Discipline

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

High school students must meet minimum standards in grading, progress, and attendance before transitioning into a place in the program as an adult student. These standards are established by the program and may differ across the college. In the Plumbing Apprentice program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 70 percent Progress: 70 percent Grade: 70 percent

If you do not meet Davis Tech or Plumbing Apprentice performance standards, you 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.

Program Safety

You will learn about industrial safety in PLAP 1011 and are expected to follow the following safety standards:

- Recognize unsafe situations in the shop.
- Interpret a material safety data sheet.
- Analyze problems related to shop safety and first aid.

Course Evaluations

At the end of each course your curriculum 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. Feedback is used for program improvement and professional development.

Student Conduct

Professionalism

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 who take responsibility for doing a job correctly and completely, for learning new skills, and for asking for assistance when necessary.
- Honesty
- Initiative: Employers want workers who make an effort to go over and above the minimal acceptable standard and to show pride in their careers.
- Cooperation: Employers want workers who can work with other people in all types of situations.
- Dedication: Employers want workers who are dedicated to their professions, their places of employment, and who continuously learn new skills.

Food and Drink Policy

Food and beverage are allowed in the classroom area as long as you clean up after yourself. Food and beverages are not allowed in any Davis Tech computer or lab area.

Children/Visitors in the Classroom

Children are not allowed in the classroom.

Cell Phone Use

No cell phones are allowed to be in use during class (this includes text messaging) unless they are being used for educational purposes (i.e. accessing Canvas). If you have an extenuating circumstance that you feel is necessary to have your cell phone on, please discuss this with the instructor.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

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 us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.



