

NAME: _____

START DATE: _____

END DATE: _____

Building Construction Technology

BLDG Building Construction Technology
Orientation



DAVISTECH

DAVIS TECHNICAL COLLEGE

APPROVED
06/29/2022





BLDG 0005 Building Construction Technology Orientation

Faculty: Nic Hadley nic.hadley@davistech.edu 801-593-2506
 Danny Larsen danny.larsen@davistech.edu 801-593-2277

Advisement Hours: During Classroom Hours

Introduction

Welcome to the Building Construction Technology program at Davis Technical College (Davis Tech)! The purpose of this program orientation is to familiarize 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 (330 Hour Certificate)

The Building Construction Technology program prepares individuals to apply technical knowledge and entry-level skills to building construction and remodeling. The program includes instruction in job-site and equipment safety; workplace communication skills; safe and proper use of hand and power tools; blueprint reading; basic carpentry skills and an introduction to Heavy Equipment safety and operation.

Program Objectives

Students will practice through hands-on experience, instructional videos, information sheets, and competency tests. Upon completion of this program or a given certificate, students will have received specialized training in building construction technology. Students will learn and apply the following while enrolled in the Building Construction Technology program:

- Describe and practice proper safety techniques
- Identify basic construction terms and phrases
- Explain basic symbols and materials found in construction trades
- Practice the safe operation of power tools, hands tools, and ladders
- Recognize and interpret basic building code
- Read construction drawings and interpret engineering details within them
- Demonstrate professional work habits

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

Program and Course Materials

The program and course materials listed on the program website show general resources that you will need to purchase for this program. Note that some textbooks, materials, and supplies will be used for multiple courses.

The following items are REQUIRED before attending program orientation on the first day of the course:

- **Safety Glasses**
- **Tape Measure (25 foot length preferred)**
- **Pencil**
- **Notebook**

Advisement

You will meet with your instructor at the beginning of each course and at least once a month. These meetings will allow you and the instructor to accomplish the following tasks:

- Update any changes in your employment status and contact information in Northstar.
- Review course performance and attendance requirements.
- Define and clarify training and career goals.
- Select appropriate courses according to your interest and aptitude and that achieve program completion requirements.
- Discuss professional work ethic.
- Discuss challenges and support services that can help improve your success.

Scheduling

Courses in this program have an open-start/defined-end schedule. Students in this program may start courses at any time. Following course enrollment, you'll receive a schedule that shows the



date by which you must complete the course. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course.

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.

Students with Disabilities

If you have a disability that may require some accommodation by the instructor, contact the instructor and document the disability through a Davis Tech counselor in Student Services.

Student Policies and Procedures

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

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.



Performance Standards

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you will 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.

Progress

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Program progress must be maintained at 67 percent or better to be eligible for financial aid. It is recommended that progress be maintained at 85 percent or better. This will ensure that you can complete the program in a timely manner. If you have difficulty meeting 85 percent progress, please meet with your instructor. If you do not complete a course by the end date, you will have to pay for the course again (adult students only), and a faculty member will help create a Student Success Plan to ensure your success on a second attempt.

Grading

Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 80 percent or higher to pass all graded activities, including both assignments and assessments. If you don't pass an activity, you will be required to retake or rework it. You will receive a grade for each course. The assignments and activities that will be used to calculate your grade will vary according to the course. Attendance, submitted course work/skills, and professionalism will also affect the overall grade for the course.

Grade Scale:

A	95-100%	A-	94-90%	B+	87-89%
B	83-87%	B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%	D+	67-69%
D	63-66%	D-	60-62%	F	0-59%

Your grade for each course will be calculated by weighting your work according to the following percentages:

25% = Professionalism

25% = Quizzes/Tests

50% = Labs

Citizenship:

Students will earn citizenship grades based on attendance.

H	95-100%	G	90-94%	S	85-90%
N	81-84%	U	80% or below		



Attendance

Attendance must be maintained at 67 percent or better to be eligible for financial aid. The Building Construction Technology program prefers 85 percent minimum attendance to ensure students can stay on track for timely completion of each course. Attendance is calculated using the number of scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class, so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech sponsored activities, major illness and or major life events, off-site training, or high school activities. If you require an extended absence from the program, consult with your instructor prior to the absence. If necessary, a counselor in Student Services may assist you in this process.

Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

High School Students

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 Manufacturing Technology program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 85 percent Progress: 80 percent Grade: B

If you do not meet Davis Tech or Manufacturing Technology 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.

Academic Performance

Monthly Review

Every month a progress report is generated for every student in the Manufacturing Technology program; any student not meeting the minimum standards of **85 % attendance and 67% progress** will meet one-on-one with an instructor. During this meeting, the student and instructor will discuss how to improve the student's performance. A note will be entered into NorthStar, which becomes part of a student's permanent record.

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 of **85 % attendance and 67% Progress** as described in this orientation, we are committed to taking appropriate actions to help you



improve. The following steps may be taken if you fail to meet the minimum performance, progress, and attendance standards or violate Manufacturing Technology policies and procedures:

Student Improvement Plan

During the first meeting students will be given short term goals to help them reach the desired progress and attendance.

Attendance is critical and is the primary reason for sending the letters

2nd letter / probation status

Students who fail to meet their goals set during their first meeting will be placed on a probationary status. This means the student has not meet the minimum standard for progress and attendance for 2 months or their progress & attendance has not improved.

3rd letter

The third letter indicates the students' progress and attendance have not improved or have declined over a 3 month period. Students in this situation will be met with and discuss their options, they include: Moving to a more appropriate program, Academic Probation.

Academic Probation

If you are placed on academic probation may lose Federal Financial Aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course by the course end date or meet program performance standards, you will be put on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. The Plan will be signed by you and the instructor.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you will remain on probation and will need to meet with your instructor and a college counselor to modify and further define the Student Improvement Plan. The instructor and counselor may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Manufacturing Technology and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination



from the program.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

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.

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.

Program Safety

You will learn about jobsite safety and are expected to follow the following safety standards:

- Wear safety glasses in required areas
- Adhere to lab dress code
- Wear closed toe shoes

If at any time, an instructor feels the student is not following proper safety standards, he or she may be asked to leave the shop floor.

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.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about course, your primary instructor, and general college services. 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.

Employer Advisory Committee

The Building Construction Technology Employer Advisory Committee is made up of local industry professionals who meet at least twice a year. During the meetings, the advisory team reviews the program, courses, equipment, materials, facilities, and the learning environment to ensure that what is being taught aligns with industry practices. They also provide information about the employment outlook in the field and specific changes that help us to better meet their employment needs.

