

***Apprenticeship***

***Orientation***

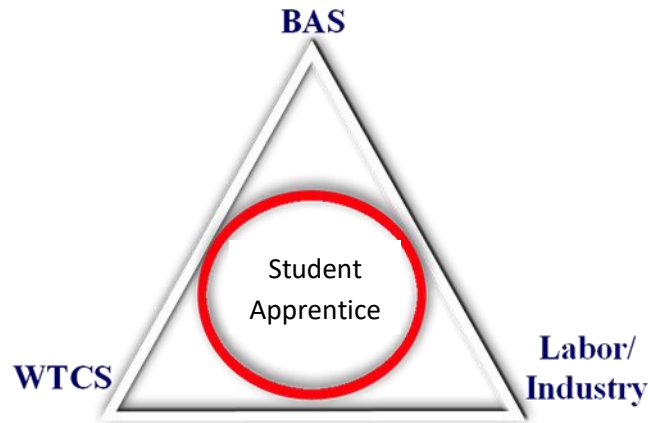
***2023-2024***

***LAKESHORE  
TECHNICAL COLLEGE***

## **WELCOME to Apprenticeship!**

To both our new students and our returning students, we're glad you're here and we're proud of your career choice. You have begun, or are about to begin, a journey into a skilled trade with a long and proud history.

As you train for your trade, remember, you are the **key** center piece of a three-way contract:



### **Contact information**

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Associate Dean of  
Apprenticeship & Economic  
Development

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Apprenticeship Training  
Representative, BAS

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Sara Disch  
Apprenticeship Administrative  
Specialist

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### **Student Handbook (found on the LTC website under current students)**

- Registration
- Student records and grades
- Severe weather and campus closings **(NOTE: 2 hr. delay equals 10 AM)**
- How to access disability and other student services
- Lockers
- Contact information changes **(Give contact information changes to Sara or update via your MyLTC Account)**

### **Changes in the day school schedule**

If changes in the day school schedule are necessary, you will be informed through your instructor, and your employer will be informed through a memo from the Apprenticeship Office.

## **When issues arise**

Be direct but be respectful. Begin by discussing the issue at its source. Then work your way up through the chain of command if needed.

## **Progress evaluations**

All apprentices are evaluated on a regular basis concerning their progress through the apprenticeship and their achievement of the skilled trade standards. For apprentices in the industrial and service trades this will usually happen with an internal committee at your place of employment.

## **Responsibilities**

Your employer, the technical college, and the BAS have responsibilities to you and your training. You too, have responsibilities. These include:

- Work safely.
- Avoid absenteeism and tardiness at work and at school. All absences and tardiness will be reported to your employer and the BAS.
- Attend and participate in paid related instruction and maintain the highest possible grades.
- Be involved and show dedication to your training.
- Keep track of your hours. (day school, work and night school).
- Show dedication to the trade.
- Show respect.
- Comply with the provisions of your apprenticeship contract.
- Follow your employer's or committee's written work rules and policies.
- Respond in a timely manner to all correspondence.
- Keep your contact information current with the BAS and the technical college. *(Give address changes to Sara.)*

## **Accident Insurance**

All students enrolled in classes at LTC will be automatically enrolled in and billed \$4.00 per term for the Wisconsin Technical Colleges Mandatory Accident Only Insurance plan and will be defined as a "Covered Person." This cost is not included in the tuition fee. More information is available on the LTC website under Current Students, Student Involvement and "Student Accident Insurance".

## **Institutional Outcomes**

While technical skills are essential to perform a job, it is often an individual's "soft skills" that determine whether he/she is ultimately successful at his/her job. Hard skills have to do with the trade and tradecraft. Soft skills have to do with the ability to communicate and relate to people. As such, they are the Institutional Outcomes across all trades and across society at large. An Institutional Outcomes scoring guide will be used multiple times throughout your apprenticeship experience and at the end of your apprentice program to assess how well you have met the criteria for soft skill core abilities related to communications and problem solving. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout your apprenticeship program and are necessary for successful long-term employment in your trade.

## **QRP Course Instructor Feedback**

QRP stands for "Quality Review Process". All apprenticeship programs in the state of Wisconsin comply with QRP procedures. As part of QRP, apprentices are surveyed once per year for their opinion of the

quality of the instruction and supporting materials and facilities. The program as a whole is evaluated every five years. Given the statewide QRP process, LTC apprentices will not be asked to fill in the local LTC course instructor feedback forms distributed each semester.

### **Academic Support Center**

LTC's Academic Support Center offers one-on-one tutoring and small-group study sessions to help students who are having difficulty meeting the academic competencies for a specific course. Tutoring is available at no charge for math, writing, basic computer skills, and some science courses. The center is located in the Lakeshore Building, Room L160B, and can be reached by phone at (920) 693-1322 or email at [academic.support@gotoltc.edu](mailto:academic.support@gotoltc.edu)

### **PRI Completion**

- PRI stands for "Paid Related Instruction". When you come to the point of completing the PRI for your trade, your instructor will inform the LTC apprenticeship office. Those apprentices on track to complete their PRI by May will be invited to the LTC Graduation Celebration to recognize the completion of their PRI.
- In order to receive your Wisconsin Apprenticeship Completion Certificate issued by the DWD for your trade, you must complete all the terms of your contract including PRI, night school, and work hours.

### **Transition to Trainer**

This is an 8-hour course required for all apprentices. The class will introduce you to the tools of a jobsite trainer. It should be taken during the final year of your apprenticeship.

### **TECHNICAL STUDIES - JOURNEYWORKER ASSOCIATE IN APPLIED SCIENCE DEGREE (WTCS Program Number 10-499-5)**

If you are interested in using your completed apprenticeship education toward an associate degree, please contact the Apprenticeship Office at 920-693-1279 for more information. To be eligible for this degree, you must:

- Possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development-Bureau of Apprenticeship Standards for a registered program which includes a minimum of 400 hours of prescribed apprentice related technical instruction in the Wisconsin Technical College System.
- Meet the WTCS Associate of Applied Science Degree requirement for a minimum of 15 credits of General Education courses distributed across the following categories:

Communications	6 credits	Social Science	3 credits
Behavioral Science	3 credits	Math or Science	3 credits
General Education Electives or Associate Degree Level Technical Studies 6 credits			
- 25 percent of the credits must be earned at the college issuing the degree.

### LTC Technology resources:

All technology resources are found on the LTC website at <https://gotoltc.edu/current-students/technology> under current students. You will learn how to log in and are required to use several different programs.

- **MyLakeshore**
- **LTC Network**
- **LTC Student e-mail.** Your instructor **WILL** be emailing to your **LTC account**.
- **MyLTC**
- **Blackboard**
- Verification of address, phone number, email address and emergency contact information in MyLTC. *You are responsible for updating your information if it should change.*
- Registration- You will be responsible to register through your MyLTC for classes each semester.
- Payment- Employers are not required to pay tuition, but some do. A billing agreement is requested from each employer to indicate if they will pay for books, tuition, etc. Payment arrangement must be made if your employer will not be paying for your tuition. Required books need to be purchased/ordered up front from the bookstore.

### Student Services

- First time apprentices who are unable to register prior to class on the first day will need to register in person at Student Services.
- If you are a new apprentice **OR** if you do not have a current LTC identification card, these are issued in Student Services.

### Bookstore

eCampus is the LTC online bookstore. Students will need to order materials needed for their class(es) before classes begin. Books can be shipped to the students house or LTC. Because apprenticeship classes begin earlier, we recommend having the materials shipped to their house. If in doubt about specific book requirements, ask your instructor. Some employers authorize their employees to charge their LTC books. If your employer has returned the billing agreement, this had been shared with the bookstore. If your employer has not completed the billing agreement or has indicated that they are not paying for books, then you are responsible for the cost of your books. Please check with the Apprenticeship Office if you are unsure of your status.

*Here is a [link](#) with more specific information on how to purchase books online.*

***Please wait at least one day between registering for classes and purchasing materials, as the systems need to update nightly***

Questions???

**Have a great year!**