

Apprenticeship

Orientation

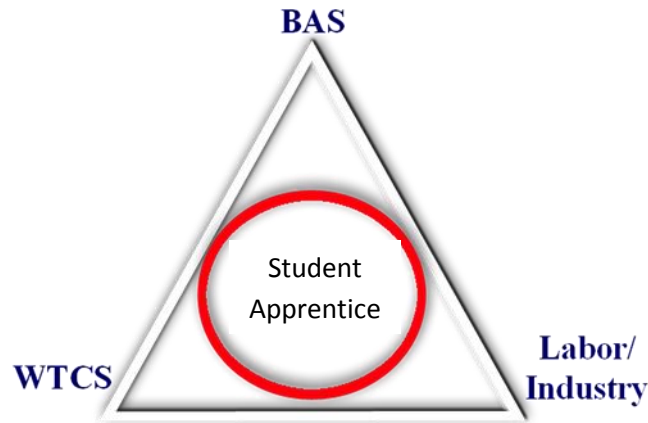
2019-2020

***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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Student Handbook (see Table of Contents)

- Registration
- Attendance
- Recordkeeping & work hours tracking
- 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 address changes to Jenny.)**

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.

For apprentices in the construction trades this will happen with an apprenticeship committee outside of your specific employer. Apprentices in the construction trades will receive a letter from the LTC apprenticeship office at least once per year, and possibly more, informing you of your meeting date with the committee for your trade. ***Do not take these meetings lightly;*** it is important that you attend these meetings and be prepared with your documentation.

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.
- 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 Jenny.)***

Accident Insurance

All students enrolled in classes at LTC will be automatically enrolled in and billed \$6.00 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 and General Campus Information.

Core Abilities

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 Core Abilities across all trades and across society at large. A Core Abilities 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 L160A, and can be reached by phone at (920) 693-1121.

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 Apprenticeship Banquet that May to celebrate the completion of their PRI. In order to receive your certificate of completion from the state of Wisconsin 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, make an appointment with Sheila Schetter by calling Jenny at 693-1279. 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 21 credits of General Education courses distributed across the following categories:

Communications	6 credits	Social Science	3 credits
Behavioral Science	3 credits	Math and/or Science	3 credits
Additional General Education	6 credits		
- Pay the LTC program application fee and the LTC graduation fee.
- 25 percent of the credits must be earned at the college issuing the degree.

LTC Network Login

First-time users: The username is your student ID#, and the network default password will be the first two letters of your first name, the first two of your last name, the last 4 of SSN (or last 4 of Student ID#, if SSN not provided). Ex: John Smith josm1234. Students will then be required to change their network password. This is only if this is the 'first' time the student logs into the LTC network. Students will be required to change their network password every 120 days.

- Login
- LTC web address www.gotoltc.edu
- Apprenticeship webpage www.gotoltc.edu/academics/apprenticeship
- Calendars
- **Student e-mail.** See the LTC Student Handbook. Your instructor **WILL** be emailing to your **LTC account.**
- Login to **My LTC.**
- Change of address, emergency contact, etc.
- **Be able to print your schedule.**
- Verification of class People Soft roster **by course instructor**
- Payment. Employers are not required to pay tuition, but many do. Payment for fall semester is required by August 30th.

Student Services

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

Bookstore

The class will take one copy of a printed class schedule to the bookstore to ensure that the correct books are selected. If in doubt about specific book requirements, ask your instructor. Some employers authorize their employees to charge their LTC books. If this is the case, the employer has already contacted the LTC Billing office and the bookstore has been informed. If this is not the case, then you are responsible for the cost of your books.

Questions???

Have a great year!