APPRENTICESHIP
BLEND-LEARNING GUIDELINES

BLEND-LEARNING COURSE CRITERIA
Being a blended-learning apprentice student is a privilege granted by the Ogden-Weber Technical College to those students that demonstrate an ability to meet competency standards following the course syllabus. This approach to teaching and learning combines traditional face-to-face classroom methods with more computer-mediated activities.

An apprentice must meet one of the requirements listed below to be eligible to participate as a blended-learning student.

1. Live or work over 50 miles from a state institution offering an electrician apprenticeship course.
2. Work schedule conflicts with course schedule.

PRE-CLASS INFORMATION MATH MUST BE COMPLETE BEFORE ENROLLING.

1. **Math Competency**: Complete the math competency requirement as outlined at: [http://www.owatc.edu/future-students/apprenticeship-math/](http://www.owatc.edu/future-students/apprenticeship-math/)
2. **Company Letter**: Provide a letter on company letterhead and signed by apprentice’s supervisor stating the apprentice is unable to attend regularly scheduled classes or lives/works beyond a 50-mile radius of a school that offers the appropriate apprenticeship training. To receive attendance credit, see Class Information/Attendance Credit below.
3. **Blended-learning Agreement**: Apprentice and instructor shall complete and sign the guideline (page 2) and return it to the apprenticeship manager at hansent@owatc.edu.

ENROLLMENT INFORMATION

- **NEW Apprentices** complete application at: [https://portal.owatc.edu/Portal/Student/Application](https://portal.owatc.edu/Portal/Student/Application)
- **Returning Apprentice**: Electrical and Plumbing apprentices enroll online through the Student Portal on the college web page at [www.owatc.edu](http://www.owatc.edu).
- **Course Schedules**: available at [http://www.owatc.edu/future-students/apprenticeship-schedules-forms/](http://www.owatc.edu/future-students/apprenticeship-schedules-forms/)
- **Custom Fit**: Weber County employers that pay for their employees’ education may qualify for partial tuition funding. In order to be eligible for funding you must contact Kari Ure prior to classes beginning. Please email Kari at [ureka@owatc.edu](mailto:ureka@owatc.edu) or by phone at 801-612-4161.
- **Weber County residents and employers may qualify for tuition assistance. Contact Custom Fit Training, Kari URE@owatc.edu or by phone at 801-612-4161.**
- **Employer Sponsored Apprentices** – contact your employer and Custom Fit for enrollment directions.
- **Pay Tuition** either at [https://portal.owatc.edu/Portal](https://portal.owatc.edu/Portal) or call Cashier 801-627-8313.

CLASS INFORMATION

- **Advisor**: Meet with apprenticeship instructor for course orientation. Contact course instructor each week.
- **Attendance Credit** may be given if the following conditions have been met:
  - Instructor receives written, signed, and dated notice of the date’s student worked.
  - All assignments, assignments, homework, tests, etc. are completed before the end of the current month or as required by the instructor.
- **Due Dates**: To meet progress requirement of 80%, all assignments, quizzes, tests, and projects are required to be turned in as outlined on the course syllabus.
- **Internet Access**: To facilitate instruction and teacher access, apprentices must have access to a devise with internet access.
- **Incomplete**: Students that receive an incomplete grade for a blended-learning course areineligible to participate in this method of training for six months.

QUESTIONS?
For more information contact apprenticeship manager Trina Hansen at 801-627-8467 or hansent@owatc.edu

Last Update: May 4, 2017
The tech college is committed to providing equal education opportunity regardless of gender, marital status, parental status, race, color, religion, age, national origin, or disability. College Compliance Officer, Patrick Butler, Room 104, Student Services Building, 801-627-8452.

BLENDED-LEARNING COURSE AGREEMENT

Student Name (Print): ___________________________  Student ID #: __________________
Apprenticeship Course: _________________________  Student Phone Number: _______

INSTRUCTOR AGREES TO:

- Respond to student requests within 24 hours during the course’s business hours.
- Set up internet-based communication with the student.
- Review Apprenticeship Blended-learning Course Guidelines, course due dates, and attendance expectations with the student.
- Give student a copy of completed blended-learning agreement.

Instructor Signature: ___________________________  Date: __________________________

INSTRUCTOR CONTACT INFORMATION:

Instructor: ___________________________
Address: 200 North Washington Blvd., Ogden UT 84404, ___________ Building, Room _______
Office Hours: _________________________
E-mail: _____________________________
Phone: _____________________________

STUDENT AGREES TO:

1. Provide a letter on company letterhead and signed by the apprentice’s supervisor stating the student is unable to attend regularly scheduled classes.
- Maintain contact with instructor weekly according to arranged schedule.
- Complete all assignments by due date and maintain progress standards.
- Attendance hours may be given if 1. Apprentice has completed BL agreement 2. Apprentice completes assignment by the due date 3. Apprentice has a signed note from supervisor specifically stating work dates.
- Attend class at the Ogden-Weber Technical College by an arranged schedule with the instructor.
- Complete all required tests and labs at the Ogden-Weber Technical College campus or approved proctor location.

ATTENTION: I understand failure to comply with the terms of this agreement will result in an incomplete credit for the course and I will be required to take the course again at my own cost. I will not be allowed to register in a blended-learning course for 6 months following the end date of the incomplete course.

Student Signature: ___________________________  Date: __________________________

Student’s Employer’s Company Name: ___________________________

Employer’s Address: ___________________________  Employer’s Phone: __________________

Supervisor’s Name (PRINT): ___________________________  Supervisor’s Phone: __________________