

NAME: _____

START DATE: _____

END DATE: _____

HEATING AND AIR CONDITIONING

HVAC 0000 Heating and Air Conditioning Orientation



APPROVED
06/07/2018



DAVISTECH
DAVIS TECHNICAL COLLEGE

- 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 website show general resources that you will need to purchase for this program. Curriculum is updated throughout the year and materials and pricing may change without notice. Also note that some textbooks, materials, and supplies may be used for multiple courses and are required unless otherwise noted.

Tools

Tools vary from course to course, and you are not required to have them the first night of class; however, safety glasses are required and you must have a pair before entering the lab. Tools can be purchased as you progress through the program. Davis Tech student discounts are available at Johnstone Supply and Contractors HVAC Supply. Feel free to ask faculty any questions regarding tool purchasing.

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>.

Graduation Requirements

You have been assigned a training plan that aligns with a catalog year. You have three years to complete the requirements of this training plan in order to graduate. Courses on the training plan are listed in the order in which they should be taken, with the exception of electives. When preparing to enroll in your next course, you should consult with your instructor.

Advisement

Faculty are available to meet with students during the hours listed at the beginning of this orientation. 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 Davis Tech 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.



Students with Disabilities

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

Performance Standards

Progress

Students are expected to complete coursework according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each module of the course. Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Progress should be maintained at 100% or better. If you have difficulty meeting the progress requirement, you are encouraged to talk to your instructor. Failure to maintain the required progress standard or failure to complete a course by the end date will result in academic corrective action being taken.

Grading

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 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.

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%

Grades will be calculated using the following criteria:

Labs & Homework: 25%

Throughout the course, you will complete hands-on activities to test your knowledge gained in the classroom and to prepare you to solve problems on the job site. Although many of the labs can be found in the supplemental material of each course syllabus, it is important for you to read the directions for each assignment in Canvas, which will contain specific instructions about completing and submitting the lab. Many of the labs will require your instructor to verify that you have completed the lab correctly. These labs will have a place for the instructor to sign on the last page. You should use this opportunity to discuss the lab with your instructor and ask any questions.

Tests: 25%



Tests must be taken in the classroom. An instructor must unlock the test in Canvas before you can take it. When you are ready to take a test, please ask an instructor for assistance. Tests are closed book and notes (unless otherwise instructed), and must be completed on your own – no student is allowed to have another student help with test questions.

**Performance
Assessment:**

25%

Industry experts have advised Davis Tech instructors that soft skills are critical for employees who want to receive promotions or raises. Soft skills include skills that are not specific to the HVAC trade, but instead measure personal attributes that enable someone to interact effectively with co-workers and customers. Periodically in this course, you will submit a performance assessment assignment that will prompt your instructor to assess your performance so far in the course. You will be assessed on the following criteria:

- Staying on Task
- Preparedness
- Attitude
- Cleanup

Attendance:

25%

Attendance

Employers pay close attention to attendance and tardiness. Attendance is calculated by the number of scheduled hours versus the number of hours you are present in the classroom. The HVAC program requires 75% minimum attendance. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

You can only be excused for job related interviews, job related activities, and Davis Tech sponsored activities (with prior approval). However, if your progress is not satisfactory, you will NOT be excused. Absences cannot be made up. You may enroll for additional hours in the day or night class to catch up on late work.

You are responsible to sign in to Northstar at the beginning of your first class period before the computer marks you tardy, and sign out at the completion of your last class period. Problems with signing in must be reported to an instructor as soon as possible. Four (4) tardies equal one (1) absence.

If you are absent for ten (10) consecutive scheduled days, you will be withdrawn from Davis Tech. Failure to meet the required attendance standard will result in academic corrective action being taken.



Program Code of Conduct

Academic Performance

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

Academic Probation

Students who are 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 HVAC instructor, 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 your instructor, classroom management, grading, or academic disciplinary actions taken, discuss your concerns with your instructor. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Student College Grievance Policy and Procedures, which can be found on the Davis Tech website.



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

Program Safety

For your own safety, state law requires that proper eye protection be worn when you are in the shop area. You are responsible for following ALL program safety policies and procedures.

You will learn about industrial safety in HVAC 1811 HVAC Technician Level 1A and are expected to follow the following safety standards:

- Watch out for hazards. No horseplay!
- Be extremely careful working with electricity. No watches or jewelry, as these are hazards!
- Identify and demonstrate the safe use of hand and power tools.
- Wear appropriate clothing – no baggy clothing or long hair.
- Observe proper ladder safety.
- Be aware of the following safety items in the classroom: fire extinguishers, eye wash station, emergency exits, emergency switches in the lab, MSDS, first aid kit, and fire alarms.

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.

Guest Lecturers

Periodically, guests from industry are invited to make presentations. We do this to expose students to different technologies and to meet other people in the industry. Most of these are national training or territory reps that represent leaders from industry partners and local employers. All Davis Tech students are invited to the lectures.

