BLEND-LEARNING COURSE GUIDELINES

BLEND-LEARNING COURSE CRITERIA
Blended-learning refers to a mixing of different learning environments. This approach to teaching and learning combines traditional face-to-face classroom methods with more modern computer-mediated activities. This strategy creates a more integrated approach for both instructors and learners.

Being a blended-learning electrician apprentice student is a privilege granted by the Ogden-Weber Applied Technology College to those students that demonstrate an ability to meet competency standards following the blended-learning course outline.

An apprentice must meet at least one of the following criteria if he/she wishes to complete a blended-learning apprenticeship course as a 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.

• **Math Competency**: Students must complete the math competency requirement **prior to beginning the apprenticeship related-training courses at the college**.
• **Company Letter**: Provide a letter on **company letterhead** and signed by apprentice’s supervisor stating the student is unable to attend regularly scheduled classes, lives or works beyond a 50-mile radius of a school that offers apprenticeship training.
• **Blended-learning Agreement**: Employer and apprentice must complete and sign the agreement (page 2) and return it with an apprenticeship enrollment application.
• **Employer**: If an apprentice is out of town and unable to meet with John Kristensen, it is the employer’s responsibility to make the appropriate arrangements prior to the class start date.

CLASS INFORMATION

• **Internet Access**: To facilitate instruction and teacher access, apprentices must have access to a computer with internet access.
• **Advisor**: Meet with course instructor each week as arranged with instructor.
• **Class Due dates**: Assignments, quizzes, lab work, and competency tests required by dates listed on class syllabus.
• **Attendance**: Students are required to attend class at the Ogden-Weber Applied Technology College when work schedule permits and within 50 miles of the college. Students that fail to do so will lose class credit.
• **Incomplete**: Students that receive an incomplete grade for a blended-learning course are ineligible to participate in this method of training for one year.

ENROLLMENT INFORMATION

1. Weber County residents and employers may qualify for tuition assistance. Contact Custom Fit Training, Stephanie Hardy at hardys@owatc.edu or 801-612-4161
2. Meet with instructor via technology and complete agreement and enrollment forms.
3. Complete requirements as outlined above including **math competency, company letter, and blended-learning agreement**.
4. Pay tuition either on-line at [www.owatc.edu](http://www.owatc.edu) or call Cashier 801-627-8313 to make your payment.

QUESTIONS?
For more information, contact John Kristensen 801-627-8483 or Trina Hansen, 801-627-8467.

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 CONTRACT

Student Name (Print): __________________________  Student ID #: ________________
Apprenticeship Course: _________________________  Student Phone Number: ________

INSTRUCTOR AGREES TO:

- Meet via technology with the student to complete the blended-learning agreement and enrollment forms, and forward forms to the enrollment office.
- 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: John Kristensen______________
Address: 200 North Washington Blvd. ________
E-mail: kristenj@owatc.edu ________________
Phone: 801-627-8483 ________________
Mobile: 801-540-5693 ________________
FAX: ____________________________________

STUDENT AGREES TO:

- 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.
- E-mail all assignments by due dates.
- Complete the required assignments according to the class syllabus and as outlined by instructor.
- Attend class at the Ogden-Weber Applied Technology College when work schedule permits and within 50 miles of the college.
- Complete all required tests and labs at the Ogden-Weber Applied Technology College campus or approved proctor location.

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 future blended-learning course for one year following the beginning 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: ________________