



# Disclosure

## Information Technologies Program

| Instructor                          | E-mail   | Phone          | Classroom Hours                             | Campus |
|-------------------------------------|--|----------------|---|--------|
| Doug Miller                         | <a href="mailto:dmiller@sltac.edu">dmiller@sltac.edu</a>       | (801) 493-8730 | 8:00am-12:00 noon M-F<br>1:00pm-4:00pm M-Th | WVC    |
| David England                       | <a href="mailto:dengland@sltac.edu">dengland@sltac.edu</a>     | (801) 493-8730 | 3:30pm-8:00pm M-Th                          | WVC    |
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### Mission Statement:

The Salt Lake • Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults to meet the needs of Utah employers.

### Introduction:

The Information Technologies Program has been developed to provide students with the knowledge and technical skills required by employers in this industry. This program is taught in an open-entry, open-exit format. This means that students can start most programs any Monday and progress through their coursework as quickly as they are able to demonstrate mastery of the required skills. The instructor will not be lecturing the entire class at one time, since students will be studying different course materials, but the instructor is available to help students when they need assistance. Students are expected to work at solving problems they encounter prior to asking for assistance as this develops critical thinking and problem solving skills. Self-motivation is a key skill in this program since students are in charge of setting their own deadlines and to maintain adequate progress through the program. These skills are highly desired by employers in this industry.

Each course has a syllabus. Students must **read through the entire syllabus for each of the courses in which they are enrolled since they are required to understand the information and comply with rules and procedures.** Each syllabus lists the materials that are required for the class. **It is very important that students purchase all the textbooks, workbooks and student packets required in the syllabus.**

### Description:

The Information Technologies Program prepares students to provide day-to-day administration, maintenance, support, and programming of computer systems and networks. Some of the employment opportunities available are computer support specialists, network or computer systems administrators, and computer programming. Students are trained to acquire the skills to:

- Maintain an enterprise network.
- Establish resource sharing on an enterprise network.

- Integrate a host system into a network environment.
- Perform network troubleshooting.
- Perform Computer maintenance and repair
- Update and install operating systems

Employment in the Information Technologies Program area offers a life-long career in a growing field.

### **Program Goals:**

- Prepare students for employment opportunities in the local industry
- Provide quality instruction, equipment, curriculum, and facilities
- Encourage the development of critical thinking and problem solving skills
- Develop responsible graduates by structuring our programs to model a “real world” professional environment
- Provide our community employer partners with graduates that meet or exceed their requirements and expectations

### **Classroom supplies:**

Required textbooks, workbooks and student course packets are available for purchase at each campus. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class.

When books aren't required, many of the classes have classroom sets of books intended for student use. These classroom books must never leave the room. Some of the books may be available in the bookstore for those students who would like their own copy to work at home, or for reference.

### **Certification:**

The following certificates are offered in this program; Certificates of Skill Competence (which may be obtained for completing a specific course), Certificates of Proficiency, and Certificates of Completion (which are earned after successfully completing a series of courses). Additionally, students may take the tests for industry standard certificates when completing specific courses which are intended to prepare students for those certificates.

The Certificate of Skill Competence may be requested by the student after successfully completing a course. This type of certificate provides evidence to employers that a level of competence has been achieved in a course.

The Certificates of Proficiency and Certificates of Completion require that a student successfully complete all of the core courses in addition to a set number of hours of elective courses. Students may choose their own electives but it must be done with the approval and guidance of the instructor.

### **Classroom Conduct:**

Students must

- come to class prepared to work and learn;
- stay on task;
- follow SLTATC's policies (available on the website at [www.sltatc.org](http://www.sltatc.org));
- follow the safety procedures for each classroom, as applicable;
- follow the classroom rules;
- respect the rights and property of others;
- practice proper care while using classroom equipment;
- use appropriate language; and
- refrain from bringing food or drink into the classroom/lab desk area.

## Student Responsibilities:

Students must

- bring required materials (textbooks, workbooks, course packets, paper and pencil) to class;
- log into the attendance system every scheduled hour, each hour;
- stay engaged and on task (take notes, listen, ask questions);
- log onto Blackboard (the College's course management web page) for course materials, presentations, and examinations;
- follow the instructor's directions; and
- ask the instructor for assistance, after first having attempted to resolve the problem themselves.

## Evaluation:

Students generally receive a passing score when they achieve mastery of 80% of both the theory and of the hands-on and laboratory skill sets. If students do not pass the first time, they may review the course material and re-take the test as outlined in the testing procedure section below. As each module (small sections of the course that take approximately ten hours to complete) is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Student Information System (SIS) to assist the student and instructor in managing satisfactory progress. High school students requiring a letter grade are provided recommendations based on their rate of progress, as expressed in the following scale:

A = 93% - 100%  
A- = 90% - 92%  
B+ = 86% - 89%  
B = 83% - 85%  
B- = 80% - 82%  
C+ = 76% - 79%

C = 73% - 75%  
C- = 70% - 72%  
D+ = 66% - 69%  
D = 63% - 65%  
D- = 60% - 62%  
F = 0% - 59%

Written examinations on the course materials may consist of multiple-choice, matching, yes/no, true/false, fill in the blank, diagram labeling, and simulations. Laboratory/practical skills will be demonstrated to the instructor as they are mastered by the student. Testing for practical skills may consist of hands on demonstrations and written tests.

It is the student's responsibility to notify the instructor each time a module has been completed. The student must submit an email or the module completion sheet which contains the following information: **student name, course name, module number/name and score**. The instructor will record the module completion in the SIS once the required score is obtained and the correct documentation has been submitted.

Instructors will meet with each student at the start of every month to review the student's goals and progress and to assist the student in maintaining satisfactory progress.

## Challenging a course:

Students may arrange a time with the instructor to challenge a course. Students challenging a course must obtain a score of 80% mastery the first time he/she attempts the examination. Students will be allowed to test out of a maximum of 2/3 of the total hours of a program.

## Satisfactory Progress:

Students are required to maintain satisfactory progress as they progress through their training programs. The rate of progress is calculated by comparing the actual time required complete a course with the standard completion time. The rate of progress is not based on the individual scores obtained for theory, assessments, and laboratory skill sets. Satisfactory progress means that students must master competencies in no more than one and one-half

times the standard completion time. Students who fail to maintain satisfactory progress for two consecutive months will be required to meet with a student advisor and instructor to develop a plan to correct the situation. Ongoing failure to maintain satisfactory progress may result in disciplinary action.

### Attendance:

The best way to ensure satisfactory progress is for students to attend on time as scheduled. Unexcused absences may result in a lower rate of progress. Students who are aware that they will ***be absent for more than 10 consecutive days should contact Student Services to avoid paying additional tuition and fees.***

Schedules may be changed by contacting Student Services, provided that space in the course is available at the desired time. Schedules may be changed twice with no charge. Subsequent schedule changes carry a \$5.00 fee unless the change is initiated by the College or required by an employer.

Students whose training is paid for by a person or an agency that requires progress and/or attendance reports must make arrangements with Student Services.

### Citizenship (High School Students):

Citizenship policies for high school students apply to students who are enrolled for high school graduation credit. Grades for citizenship will be recommended based on the following point scale:

| Citizenship       | Points |
|-------------------|--------|
| Honorable         | 1 - 2  |
| Good              | 3 - 4  |
| Satisfactory      | 5 - 6  |
| Needs Improvement | 7 - 8  |
| Unsatisfactory    | 9 -10  |

- Each unexcused absence = 1
- Each unexcused tardy = .33
- Cheating of any kind will result in a "U"

High school students who would like their absence to be acknowledged for officially sanctioned high school activities must email their instructor in advance. Phone calls will not be accepted, students must send the email, so it is properly documented.

### Professionalism:

The Information Technologies Program is conducted as if it were the student's employment. Therefore, students are expected to attend regularly and on time, follow rules and procedures, remain respectful of coworkers and supervisors (students and instructor), and dress appropriately for the occupation. Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for this profession. Students exhibiting behaviors that inhibit learning in the program will be subject to disciplinary actions. It is expected that students will: **be on time, work while in class and the laboratory and stay until your scheduled class time is over.**

### Computer Use:

Students must adhere to the Computer Resources Acceptable Use policy that is signed during the orientation. Students must adhere to the following:

The student will

- use the internet appropriately;
- not use streaming audio over the internet;
- not attempt to "hack" the computers;

- not violate copyright laws;
- use the equipment appropriately to prevent damage;
- not use the printers for personal use unless permission is obtained from the instructor;
- make sure to log off when finishing for the day; and
- not bring food or drinks near computers.

### **Cheating/Stealing:**

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the program and law enforcement action.

### **Cellular Phone Use:**

Cellular phones will be turned to the silent mode. If the phone does not have a silent option it must be turned off while in class. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones must be off during examinations.

### **Due Process:**

The College shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the college. The procedures for due process are contained on the College website at [www.slatac.edu](http://www.slatac.edu)

### **Grievances:**

Eligible grievances are those which occurred while a student was officially enrolled at the SLATAC. The complete grievance policy may be found on the College website at: [www.slatac.edu](http://www.slatac.edu)  
Students who wish to discuss a concern should, if feasible, address the concern with the instructor. If this is not possible, students are encouraged to address a concern with the program manager (see contact information on the first page). This process allows students to practice real world chain of command communication.

### **Termination:**

Termination from the program will be for a period of 10 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll in the Information Technologies Program.

### **Students with Disabilities:**

Students with disabilities who wish to request an accommodation must contact the ADA Coordinator in the Student Services Office and follow the appropriate procedures for obtaining an accommodation. If, after evaluation, an accommodation is approved by the ADA Coordinator, the instructor will receive a letter regarding the accommodation.

## Testing Procedures for the Information Technologies Program

1. The student advises the instructor that he/she is ready for a test. **Note:** Tests will not be given less than one hour before the student's schedule ends in order to allow the instructor enough time to review and record the test results and answer questions.
2. The instructor assigns a password and computer for the student to take the test. **Note:** No materials are allowed at the computer during the time of the test and cell phones must be completely off.
3. Students will email the instructor their score for all tests that are taken. This is to ensure that proper credit for the exam is given in the SIS.
4. Once the student has completed the test, the instructor will grade the answers, if necessary. The student will be able to view the test for questions missed. The instructor will be responsible for updating the test results in the SIS in a timely manner.

If a student wishes to contest a question he/she feels was graded incorrectly, the student must provide documentation from the training material supporting his/her position that an answer is correct. This documentation must be emailed or given directly to the instructor. Once the instructor has made a decision, the student will be advised of the decision, typically via email. If it is determined that the contested answer was correct, the test score will be updated.

1. If a student fails a test he/she must wait until the next business day to retake that test.
2. If a student fails three consecutive tests, he/she must repeat the course material and wait a minimum of three business days to retake that test.



## Signature Page for Information Technologies Disclosure

(Two signature pages are signed by student. One copy must be provided to Student Services by instructor)

- Introductions**
  - I met the instructor(s) for this program and they explained that they are here to help me through the program.
  - The instructor(s) explained to me what the classroom environment is like and encouraged me to ask questions whenever assistance is required throughout the program.
- Disclosure review**
  - I have read the disclosure and the instructor(s) further explained to me the rules and requirements for the program.
- Syllabus review**
  - The instructor(s) provided me with an orientation for the use of Blackboard and/or other computer based instruction.
  - I have read the syllabus and understand the expectations and requirements of the program including the monitoring of my progress.
  - I understand that it is very important to meet academic and attendance requirements or recommendations in an open-entry/exit, competency based environment.
- SIS System (Galaxy/Northstar)**
  - The instructor(s) explained to me how to use the system properly and how it is used to track my progress.
- Safety review**
  - The instructor(s) explained to me where the emergency guidelines, first aid kit, flashlight, nearest exit and meeting place are located; and what to do in case of an emergency such as a fire.
- Student Concerns**
  - I understand that the classroom environment has been designed to replicate the workplace and that the instructor is similar to an 'employer'.
  - I understand the operation of a typical 'chain of command' at workplaces and that concerns need to be resolved at the lowest level of the chain whenever feasible.
  - I am encouraged to work through any concern with my 'employer' / instructor but I have the option to either bypass the instructor and meet with the program manager, or file an informal or formal grievance with Student Services, as indicated on the syllabus and disclosure.
- Training Plan**
  - The instructor(s) explained to me which course I am starting with and the sequence of courses that will follow, as well as having the opportunity to work with the Placement Specialist once I finished the course or program.
  - I understand the importance of Satisfactory Progress and how the setting of goals and completion of modules relate to rate of progress.
- Course Evaluation**
  - The instructor(s) explained to me the availability and importance of the course evaluation.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course/program and that the instructor has emphasized the areas checked above.

\_\_\_\_\_ (Printed Name of Student)

\_\_\_\_\_ (Student Signature/Date)

If Student is under 18 years old a parent signature and date is required: \_\_\_\_\_



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