



COURSE SYLLABUS

- **Term & Year:**
- **Course Title:**
- **Class Location and Meeting Times:**
- **Instructor Contact Information:**
- **Course Description:**
- **Required Text(s):**
- **Module Covered this Term:**
- **Equipment and Supplies:**
- **Grading and Evaluation Procedures:**
- **Class Participation:** Students should come with the expectation to learn and to carry that knowledge forward to their place of employment. Class participation will further develop your skills as a member of a team that relies on communication between the various players for success. Students need to have read the text before class, and be willing to work collectively in the class, shop and the field.
- **Academic Dishonesty:** Students may use any written or web based sources for assistance in doing homework assignments. Utilizing the work of others for answers to written tests, performance evaluations, or other testing requirements constitutes academic dishonesty and will be responded to in accordance with school policy.
- **Special Needs:** It is the responsibility of the student to contact NWCOC with any accommodation requests.

Module Description and Dates:

Module No.	Module Title	Date	Assignments Due

POLICIES:

Attendance Policy

Apprentices with excessive absences will be placed on corrective action. Excessive absences are defined as two (2) absences in any one term or four (4) absences in an academic year. Excessive absences will result in an automatic Notice to Appear before the committee, during which time the apprentice will be placed on rerate hold. Class time missed due to tardiness must be made up.

Retesting Policy

Students may retake a failed exam after a minimum 48-hour waiting period. Students will be allowed 12 months and two attempts from the date of the initial failed exam to pass the exam. Retests are to be proctored by the student's instructor and scheduled at the instructor's convenience. If the student fails the exam three times (initial test and two re-tests), the student will be required to re-take the class or module training before they may take the test again. Students may be invoiced for any costs associated with this, including tuition, lab and books fees.

No Show Policy

Students who miss an entire module are considered a "No Show." "No Show" students may not complete the exam or Performance Profile until the training requirement has been met. A "No Show" student is responsible for enrolling in the missed module when it is next offered, which may not be until the next school year. It is the student's responsibility to determine when the module will be next offered. Students may be invoiced for any costs associated with this, including tuition, lab and books fees.