**INSTRUCTOR**

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| NAME | Michael Houdak |
| OFFICE LOCATION | WWCC – Technology Building F, 1215A |
| OFFICE HOURS | Summer Quarter: By appointment only.  Fall, Winter, Spring Quarters  Monday – Friday  7:00 – 8:00am, other times by appointment |
| PHONE NUMBER | (o) *509* **527 – 4252** (c) *509* **301-5915** |
| E-MAIL ADDRESS | [michael.houdak@wwcc.edu](file:///\\wwcc-all\staff\staff\users\814010323\Energy%20Courses%20Current%20Quarter\Winter%20Qtr%202012\EST101_RAC%20Basics.2\michael.houdak@wwcc.edu) |

**COURSE INFORMATION**

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| IDENTIFIER | EST 191 | | | | | | |
| TITLE | **COOPERATIVE TRAINING** [All Quarters] | | | | | | |
| TEXTBOOK | None (*no text is required for cooperative training, but recommends using your current texts for reference material*). | | | | | | |
| CREDITS | Variable 1-18\* | | | | | | |
| WEEKLY HOURS | 40 | QTR HRS | 30 – 540\* | HOURS/CREDIT | | 30 |
| FORMAT | Internship/Web Enhanced (WE) | | | | | | |
| LOCATION | On the Job Training location\*\* | | | | | | |
| DAY/TIME | Monday – Friday\*\*  Internship hours are dependent upon employer | | | | WE Online  [www.canvas.wwcc.edu](http://www.canvas.wwcc.edu)  24/7 | | |

**COURSE DESCRIPTION**

Opportunity to work in jobs directly related to the energy systems industry. This formal training period is agreed upon by the student, employer, and instructor. Prerequisite: Instructor permission.

**STUDENT LEARNING ASSESSMENTS**

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| Attendance & Daily Work Journal | 50% | Student will be evaluated on keeping the daily work journal on canvas. \*\*\* This journal lists what job(s) or tasks were completed each day, and how many hours worked. Listing any struggles, accomplishments and anything new that was learned. Spelling, sentence structure, detail will be evaluated |
| Evaluation | 50% | This will be based on three evaluation sheets, 1) if the student completed the agreed ‘leaning objectives’ agreed upon, 2) the employer evaluation, and 3) the instructor site visit evaluation. |

**GRADING POLICY**: Student choice of being a graded or a Pass/Fail Course\*

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| GRADE | GPA | PERCENTAGE |
| A | **4.0** | (90-100%) Consistently does the following:   * Completes the work log on the day of work, with proper spelling, sentence structure. * Completed application and objectives before per requirement * Meet 90% or more of the objectives on form 2 * Receives a exceeds expectations (90-100 pts.) from employer evaluation |
| B | **3.5** | (80-89%) Does some of the following:   * Mostly completes work log on time 85% of the time, with occasional late post. * Completed application and objectives before per requirement * Meet 80% or more of the objectives on form 2 * Receives a exceeds expectations (80-89 pts.) from employer evaluation |
| C | **2.5** | (75-79%) Does many of the following:   * Completes work log on time 75%, complete late logs within 2 day with reason communicated * Completed application and objectives before per requirement * Meet 75% or more of the objectives on form 2 * Receives a exceeds expectations (75-79 pts.) from employer evaluation |
| \*P |  | Pass ≥ 75%, Consistently does all or most of the following:   * Completes daily logs and submits weekly ledger to drop box within due dates * Receives an average or above on employer evaluation * Satisfactorily meets set learning objectives * Completes required training hours enrolled in * Student receives credit for hours completed * Receives credit, but no GPA points. |
| \*F | 0.0 | Fail ≥ 74%. Does many of the following: (Course will need to be retaken)   * Does not complete daily log, and/or rarely submits weekly ledger, or is consistently late in submitting weekly ledger * Receives poor evaluation from employer in key areas * Is terminated from employment or cooperative training * Student receives no credit for hours completed |
| Y |  | In Progress: Will require a grade change form.   * Has not completed cooperative training hours student enrolled for during the current quarter enrolled duration, but is satisfactorily continuing hours with employer through the next quarter until hours are completed. * Once hours for credit are completed and evaluated, a grade change form will be completed and submitted to office of admissions and registrar for a grade change   *NOTE*: If hours are not completed in time allotted, the student will need to re-register (and pay) for remaining credit(s), and a ‘grade change form’ will need to be completed with the change in grade and corrected credits based on the completed hours and submitted to the office of admissions and registrar. |

\* NOTES:

1. Instead of a physical grade a student may be request a pass/fail class instead (a PASS is not calculated into your GPA,
2. A grading rubric will be used for a physical grade.

**PREREQUISITE REQUIRED:**

Student must have completed a minimum of two quarters of technical training prior to beginning any cooperative or internship training and must be pre-approved by their instructor or cooperative coordinator.

**OTHER SPECIAL INSTRUCTIONS & INFORMATION:**

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| **HAND TOOLS and INSTRUMENTS:** Student will be required to have appropriate personal protective equipment (PPE), hand-tools, power tool(s) and test instruments as deemed appropriate by the employer for work they will be engaged in (NOTE: this will vary by employer), but student at minimum is expected to have the tools listed on the ‘first year’ tool list in their discipline. |
| **REQUIRED CERTIFICATIONS or LICENSES to Enter the Cooperative Training Program**:  WASHINGTON STATE: For HVACR 06A   * Current LNI Electrical Trainee Card   OTHER:   * Valid drivers license in good standing   HVACR   * **EPA 608** Refrigerant Certification Card (Either Type I & II, or Universal) * **OSHA 10** Construction Safety Certification (*recommended not required*) * Electrical ER Certification (*recommended not required*) * Air Conditioning ER Certification (*recommended not required*) * R-410A Safety Certification (*recommended not required*)   NOTE: There may be additional certification requirements by the employer not listed here. |
| \* **HOURS & CREDITS**: Cooperative training one (1) credit equals thirty (30) intern hours. This is a variable credit course, and students may take between 1 to 18 credits during anyone quarter after meeting the prerequisite. HVACR trainees must complete a minimum of 300 intern hours (10 credits) for their degree completion and be in compliance with WA-LNI-Electrical, and HVAC Excellence Accreditation Requirements. |
| \*\* **DAY/TIME/LOCATION**:  Days and hours worked during internship will be job and employer dependent. This will vary depending on season, work load of employer, and location. *Example*: 1). Working during summer you may be required to work long hours (*more than 8 hours a day*) and possibly on weekends. If work load is light, you may not work 8 hours a day or 40 hours a week. 2). If interning on a processing vessel in Alaska, expect to work a 12 hour shift 7 days a week for the duration of your internship.  You will need to be flexible in this. If you are completing cooperative training during a quarter that you have additional classes, you will need to work out the days and hours when not in regular classes while maintaining your other courses and assignments. |
| **\*\*\* WORK LOG**: [**canvas.wwcc.edu**](file:///\\wwcc-all\staff\staff\apps\tc\Houdak\Energy%20Courses\Spring%20Qtr%202011\EST%20191\angel.wwcc.edu): Cooperative students are required complete a daily log, in which there will be three options:   * **Option 1**: Post a daily journal on canvas (listed as Work Log) listing date, total hours, and times and detail of tasks performed each day. List any struggles you’re experiencing. * **Option 2**: Is ONLY available to you if you are working out of area with no computer and internet access. You will complete the work log form daily, and submit weekly by mail. * **Option 3**: Is ONLY if working out of state, and internet is not available you (e.g. Alaska, fisheries) you will need to complete a daily log book, which will need to be signed by your work supervisor weekly, and then reviewed by your instructor at the end of your internship (This choice will need to be preapproved with your advisor). Contact cooperative coordinator if you have any questions by email, or phone. Remember this log is 50% of your grade. |
| **COOP FORMS**: Digital forms 1 & 2 are on Canvas to download, or are fillable online. Form-1 – **Application:** must be filled out and submitted to coordinator prior to working.  Form-2 – **Learning Objectives:** must be filled out and agreed upon by employee, employer and coordinator prior to beginning work, and then completed at the end of the internship.  Form-3 – **Evaluation:** will be completed by employer or supervisor on performance during the internship.  Form-4 – **Site Visit:** will be completed by the instructor (coordinator) after visit with employer or representative. |
| **DISABILITIES:** To request accommodations related to a disability, contact Claudia Angus, Ph.D.; Coordinator of Disability Support Services at Walla Walla Community College, contact at 527-4262 or email [claudia.angus@wwcc.edu](mailto:claudia.angus@wwcc.edu) to schedule an appointment. A short video explaining Disability Support Services at WWCC can be viewed by clicking the following link: <http://www.youtube.com/watch?v=0UE7_EJmn5k> |

**INTENDED COURSE LEARNING OUTCOMES:**

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| **Upon completion of this course student should have:** |
| * Acquire hands-on work experience in the Energy Systems Related Industry |
| * Demonstrate competency-based work skills |
| * Demonstrate an understanding of work schedules |
| * Demonstrate the importance of timely completion of work tasks |
| * Identify and perform daily tasks relating to the development of job responsibility |
| * Identify and practice interpersonal job relate skills. |

**COURSE TOPICS:**

* Course topics very based on specified area of work experience, and are established in the course objectives agreement between the college, employer and employee.