



Syllabus

Description:

- Name of Class
- Location
- Semester
- Time
- Instructor's Name
- Instructor's Phone/E-mail

Weekly Class Topics/Dates of Class (all 15 weeks):

- Include due dates for special projects, quizzes, and tests.

Grading Policy:

- Determine total number of points possible.
- Extra credit is limited to no more than 25 points.
- A grade of 80% or more must be achieved to pass the class.
- All assignments must be completed.
- Points will be deducted for any late assignments.

Attendance Policy:

- Apprentices are not penalized for their first absence.
- After the second absence, 3% will be deducted from their total points.
- After the third absence, 5% more will be deducted (total of 8%).
- Apprentices will have to drop out of class if they are absent more than three times a semester.

Inclement weather policy:

- Inform apprentices what to do if weather is bad and/or contact number to call.
- If class has to be cancelled for any reason, it will be rescheduled.
- Two class sessions cannot be held in one week.

Assignments:

- Instructor guidelines require that there will be a minimum of two hours of homework per week, including a reading, journaling, and work site assignment.
- A resource file and project based on the WV ELSF are also required.
- The resource file can be placed in a file box, accordion file, or binder.

Tape Recording Policy:

- If apprentices wish to tape record a class, they need to receive permission from all parties in the class out of common courtesy and good ethics.

Portfolio:

- Even though you do not get a grade for your portfolio, it must be approved before you get your certificate for each semester.

OJT log policy:

- These forms must be turned in to the instructor monthly.
- You must also keep a copy for your portfolio and for your employer.
- OJT logs are required to be turned in before the end of the semester so that the apprentice can continue to the next semester.

WV STARS:

- Registration on WV STARS is recommended but not mandatory. Forty-five hours of WV STARS credit will be given to all WV STARS participants with an active credential who complete the semester.