



Figure 1: Owens Logo.

**Course Syllabus
SEMESTER
Workforce & Community Services**

<i>Course Name:</i>	Skilled Trades: Special Topics
<i>Course & Section Number:</i>	SKT290-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	.25+
<i>Contact Hours:</i>	.25+
<i>Text:</i>	
<i>Instructor's Name:*</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	Apprenticeship Department; Workforce & Community Services Division at Owens Community College 567-661-7357

Catalog description:

Offers students an opportunity to study special topics in skilled trades under the supervision of a company/trade union and faculty member.

Prerequisite/Corequisites:

N/A

Course Materials:

Course materials vary in relation to topics but have included reference manuals, workbooks, instruction guides and trade materials. Examples are below:

Architectural and Ornamental Ironworking – Units 14-20

UA Forman Training Manual for United Association Journeyworkers & Apprentices, 2018 edition by International Pipe Trades Training Committee, Inc.

CPR and First Aid

Hydronic Heating and Cooling (Revised 2016); Steam Systems (2019

Welding Practices and Procedures for the Pipe Trades, published by ATP

Welding Practices and Procedures for the Pipe Trades published by ATP

What You Will Learn in the Course

Course Objectives:

Course will...

1. Teach students how to safely and efficiently succeed in their training and profession.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
show increased awareness of the tools, information, and supports available to help them succeed in their training and on the job.	Assignments; Project
demonstrate awareness of strategies that can improve their effectiveness, safety, and professionalism in a variety of work situations.	Assignments; Project
identify general approaches and resources that can assist them in navigating challenges that may arise in their trade or workplace.	Assignments; Project
build awareness of opportunities for continued learning, skill development, and advancement within their field	Assignments; Project
will show increased awareness of resources, processes, and supports that can help them succeed in their training and on the job.	Assignments; Project

**** Objectives and outcomes change for the topics chosen in relation to the needs of the employer and/or trade union.****

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: 3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Student Responsibilities & Instructor Expectations

The goal of this class is to create a safe space for open and honest discussions. Everyone is expected to contribute to a respectful, inclusive environment. Discussions should always show respect to everyone, and disagreements should be handled kindly, without personal attacks.

Student Rights:

1. You have the right to question and critique materials without fear of ridicule or retaliation.
2. You should be treated equally and with respect.
3. You will be informed of course requirements and grading procedures.
4. You can expect prompt feedback on assignments.

Student Responsibilities:

1. You are expected to treat me, your classmates, and any guests with the same respect you expect.
2. Focus on the topics being discussed and avoid insulting or abusive language.

Instructor Responsibilities:

I will respect your rights and respond to your questions and critiques with fairness.

1. I will provide clear course requirements, return work promptly, and offer a quality learning experience.
2. If I don't know an answer, I will either find it or direct you to someone who can.
3. I will inform you if your actions violate others' rights to a respectful and focused classroom.

How Grades are Determined and Major Assignments

To earn a passing grade in this course, a minimum final score/grade of 70% is required. Grading requirements and final score are calculated as follows:

- Minimum related technical instruction hours are **mandatory**.
- Unit assignment sheets – Must answer all unit questions correctly to be able to take unit tests.
- Unit performance exercises – Pass/Fail, must pass all unit PE's to be able to take unit tests.
- Final score – All handrail projects will be graded. This average will be the final score/grade for the course.
- Grades will be recorded and maintained on file at the training center

Tentative Class Assignments:

Session	Topic/Activities	Assignments	Performance Exercises
Session 1	• Introductions • Review Syllabus • Review of skill being taught		
Session 2	• Skill performance		
Session 3	• Skill performance		

** Length and skills change for the topics chosen in relation to the needs of the employer and/or trade union. **

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.