

**Huron Area Technical Center**  
**1160 South Van Dyke Rd**  
**Bad Axe, Michigan 48413**  
**Telephone (989) 269-9284 Fax (989) 269-2844**

## **PROGRAM SYLLABUS**

**Program:** Electrical Technology

**Instructor:** Mark Aymen

**Credentials:** Master Electrician

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### **Huron Area Technical Center** **Mission and Student Exit Outcomes**

The Huron Area Technical Center accepts the challenge to provide each individual and business access to career and technical education which meets the changing needs of our global society.

**It is our vision that all students will leave with the following skills:**

- Personal Management Skills
- Specific Occupational Skills
- Technology Skills
- Employability and Career Development Skills
- Systems Thinking/Problem Solving Skills
- Workplace Communication Skills

#### **Course Description**

The purpose of the Electrical Technology Program is to provide the basic knowledge and skills used in residential, industrial, and commercial electrical careers to high school students. These students interested in the Building/Utility trades (Construction) and the Manufacturing Career Cluster will have the opportunity to learn skills that give them a head start upon entering these occupations as well as prepare for a successful life-long career through further education. The two-year program is designed to provide students technical, academic, and employability skills while wiring a house on-site (Residential Electrical Curriculum), drawing and working off of line-diagrams used in industrial wiring,

attaining conduit bending skills, as well as many other skills used in electrical trades. (Industrial/Commercial Electrical Curriculum).

Students with an interest in learning and applying math on the job will enjoy this program and occupation. Students also need good personal management skills which include attention to safety in a work setting. Advanced students have the opportunity to articulate credit to colleges and universities as well as participate in work-based learning opportunities in the community.

Upon completion of this course students will be able to:

- Enter directly into the workforce
- Begin an Apprenticeship program
- Continue education through a trade school or college

**Required Materials/Dress:**

All students will need to complete an online OSHA Safety training to fully participate in construction activities. Students are required to wear PPE (personal protective equipment); safety glasses, hard hat, safety or steel toe shoes at all times in the shop and on site area. A \$100 lab fee is will need to be turned into the office from each student to offset costs of PPE and some hand tools in which students will get to keep upon completion of the course. PPE also includes long pants (NO shorts, skirts, or dresses), shirts need to be tucked in (NOT long, loose, or baggy), jewelry needs to be kept under clothing or removed, and hair needs to be pulled back or trimmed not to interfere with vision or become a safety hazard in any way.

**COURSE OUTLINE AND TIMELINE (MAP)**

Students will start with the residential portion of this course and then move on to the commercial/industrial portion. There are regular weekly assignments to complete as well as projects that we will do as a class.

**Students Develop/Sharpen Employability Skills:**

- Communication
- Collaboration
- Responsibility
- Attention to Detail
- Time Management
- Adaptability
- Taking Initiative
- Perseverance (Grit)
- Problem Solving
- Innovation
- Leadership

- Conflict Resolution

### Grade Scale/Grading Criteria

Grade Mark	Description	High	Low
A	A	100.00	93.00
A-	A-	92.99	90.00
B+	B+	89.99	87.00
B	B	86.99	82.00
B-	B-	81.99	80.00
C+	C+	79.99	77.00
C	C	76.99	72.00
C-	C-	71.99	70.00
D+	D+	69.99	67.00
D	D	66.99	62.00
D-	D-	61.99	60.00
E	E	59.99	0.00

<b>Academic Standard (60%)</b>	<b>Work Ethic Standard (40%)</b>
60% of the grades is based on <b>academic performance</b> from skills such as:	40% of the grade is based on <b>daily work ethic/participation</b> in the following:
Hands on tasks performed each day Technical Reading Assessments Projects	Attendance/Punctuality Personal Management Positive Attitude Initiative/Effort Cooperation Time Management Safety Practices Following Directions

**Late work Policy:** All work will be graded with a deduction of 50% on the first day and an additional 25% each day thereafter. No late work will be graded after 3 days, resulting in a 0.

Student semester grades will be calculated based on the following:

- Marking period grade (2/5)
- Marking period grade (2/5)
- Semester Performance Assessment (1/5)

Students must pass two out of the three to pass the semester. Students who have a 90% or higher and 5 or less absences for the current semester may be exempt from the

semester performance assessment/exam (for that semester) – at the discretion of the instructor.

**Guidelines for Success:**

1. Be present. Not just here, but be involved and participate
2. Safety glasses, hard hats, and other PPE will be worn in the classroom and on the worksite.
3. Be “work ready” on time.
4. Electronics/devices are not allowed during class time.
5. Clean up after yourself.
6. Use professional/appropriate language
7. Come with a willingness to learn

**Attendance:**

Business / Industry Standard = 95% Attendance (10 absences/year: 5 absences/semester)  
Attendance is closely linked with success in school and is related to punctuality, dependability and self-discipline. When you are absent follow the procedure below:

1. **Students** will communicate with their instructors PRIOR to class starting when they are absent. They can do this via in-person prior to a known absence, phone call, e-mail, or text via the Remind class communication app.
2. Parents must call the HATC Hotline **(989-269-3405)** or e-mail **HATCattendance@HuronISD.org** within 48 hours.
  - Provide supporting documentation.
3. Student and Instructor review absences together. Students are responsible for filling out attendance deficiency forms for each absence.

For each absence, the program instructor will meet with the student to review their attendance and the attendance deficiency report (see appendix F); the negative impact absences have on the student’s ability to learn required skills; and the effect of absences on their grade and credit.

- Instructors will alert students after each absence.
- Instructors will contact parents after 5 absences.
- After 6 absences, the instructor will refer the student to the counselor.
- After 7 absences, the Career Readiness Instructor will be meeting with students.
- After 8 absences, the instructor will refer the student to the assistant principal who will contact parents and discuss the attendance policy with students as well as how missing more than 10 days may result in removal from the HATC.
- If a student exceeds 10 absences/year, a parent meeting may be required to discuss future attendance at the HATC.

Daily attendance is reported to a student’s local school district.

- Student Attendance information is available by:
  - Logging on to “Skyward Family Access” on the HISD website
  - Contacting the Local School District in which student is enrolled

- Contacting the Huron Area Technical Center

**Articulation:**

Articulation agreements are made between colleges and the HATC, which allows students to receive college credit at an institution for completing the HATC program. Currently agreements are in place for this program with Delta College, Alpena Community College, and Early Middle College.

**Available Credentials:**

- OSHA 10 Hour Certificate
- Electrical Apprentice License
- First Aid/CPR
- Stop The Bleed
- Backhoe Simulator Certificate
- CDL

**Online Delivery:**

The Huron Area Technical Center does not offer a virtual learning opportunity due to the number of hands-on activities that need a student to be present to complete (i.e. one cannot physically wire a house online). Therefore, all students are expected to be physically on campus.

**Work-Based Learning:**

Work-Based Learning is available for students through Job Shadow and On The Job Training (OJT). OJT is reserved for second year students who can work for an employer for purposes of training and experience. This will be done for a partial part of the week with the remaining portion being back in the classroom.

**Safety Training:**

Safety is always first priority. Students will sign a Safety Pledge Agreement and we will review it multiple times throughout the school year. All students must complete an online 10 hour OSHA training program. Students will take written safety quizzes and demonstrate safe use of hand and power tools before they are permitted to use them. All students will be trained in First Aid/CPR and Stop The Bleed.

**Student Leadership:**

Leadership opportunities are offered through HATC National Technical Honors Society and SkillsUSA. SkillsUSA is a Career Technical Student Organization that offers employability skills and leadership training. Students can also participate in competitions ranging from their career field skills to their leadership skills.

**Resources:**

Student Handbook