

# Auburn Career Center

*Attitude – Respect – Responsibility*

## Construction 2022-2023 Syllabus

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## Welcome

This program is designed for students who plan to enter the world of Program Field with skills that will prepare them for careers dealing with Construction. Students will gain necessary skills to work in many different fields of construction. Students will study the basic fundamentals and concepts that can be applied to the construction field. This program will place an emphasis on the understanding of the technology as well as the creative skills that are needed for success in this evolving area.

This is a Tech Prep Program. Students have the potential of earning Lakeland Community College credit for work completed in Construction while attending Auburn Career Center.

Ohio College Tech Prep prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to postsecondary education. Students may be eligible to earn college or technical school credit for their high school coursework if they meet Tech Prep exit requirements. Successful completions of the secondary education component of a Tech Prep Program are:

- ✓ Complete the career technical program with a “B” or better
- ✓ Meet the Ohio graduation requirements
- ✓ Complete coursework eligible for articulated credit as determined by the postsecondary institution and defined in the signed articulation agreement. Minimum standard for eligibility is a “B”
- ✓ Complete applicable technical assessments
- ✓ Complete a postsecondary-approved assessment indicating the student is college ready
- ✓ Up to 8 credits at Lakeland Community College

Students enrolled in Construction will be able to seek employment as:

- Rough carpenters
- Finish carpenters
- Electricians
- Design builders

## MISSION STATEMENT:

OUR MISSION IS TO GUARANTEE THAT ALL STUDENTS EMPOWER THEMSELVES, EXCEL IN THE EMERGING WORKPLACE, AND ENRICH THEIR COMMUNITY.

## Auburn Career Center’s core values:

- *People are responsible for their choices and actions.*
- *Treat people with dignity and respect.*
- *Attitude and goals drive achievement.*
- *All people can learn.*
- *All people can make positive contributions.*

## **Course Information**

Construction

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## **COURSE DESCRIPTION**

With the advance of technology today many opportunities exist in the field of Construction. It is an exciting field that includes carpentry, masonry, plumbing, electrical, roofing and finish carpentry. The students in this program will learn the theory and hands on skills needed to gain entry-level employment in the field of construction. These would include working as a carpenter, mason, plumber, electrician, drywall, finish carpenter and many others.

Within the academy, students will also gain skills in electricity, architectural software, welding and cutting. Additionally, students will also have one period a day in an English class. Students enrolled in the Construction Technology class are at least sixteen years of age and be on target for graduation.

## **Course Schedule**

First Year Schedule: 8:15am to 10:53am

Second Year Schedule: 11:00am to 2:28pm

## **Students enrolled in Construction will have met the following requirements:**

- Must have junior status
- Have earned at least two English credits, two math credits, one science credit, and one social studies credit

## **Certifications Earned**

CareerSafe

NCCER Certification

Microsoft Digital Literacy Certification

## **Successful completion of Construction will result in the following:**

3 elective credits per year

## **Class materials:**

Refer to tool list hand out

## **Student Kits/Tools**

Tool kits will be provided for students to use during their two year career and technical training and will be in the classrooms on the first day of school. Students will sign an inventory sheet listing all items received and are to turn in all tools when finished at Auburn. Fees will be assessed for any missing items.

**Class Fee: \$25.00**

**Uniform: \$38-\$46.00 (for two shirts)**

**All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.**

## ***PROGRAM SCOPE***

### **CALENDER OF COURSE ASSIGNMENTS**

#### **1<sup>st</sup> QUARTER**

- Working in a safe manner
- Using hand tools properly
- Using power tools properly
- Performing basic carpentry layout
- Install framing and building floor systems
- Installing wall framing, door and windows
- Laying corner block and block walls
- Laying brick
- Waterproofing wall systems
- Plastering wall systems

#### **2<sup>nd</sup> QUARTER**

- Introduction to plumbing
- Install drain and vent systems
- Install plumbing fixtures
- Install water supply, hot and cold systems
- Introduction to electricity
- National Electrical Code
- Practice electrical safety and proper tool use
- Install lighting circuits
- Install receptacle circuits
- Install 220 volt circuits
- Install door bell and thermostat circuits
- Install cable T.V. circuits

### 3<sup>rd</sup> QUARTER

- Learn roof safety
- Install rafters and learn ceiling layout
- Install basic common rafters
- Install valley rafters, fascia work
- Install gable end walls, and reverse gable roofs
- Install roof sheeting, felt paper and drip edge
- Install valley work, siding layout, trim work
- Demonstrate brake work, soffit and gable ends

### 4<sup>th</sup> QUARTER

- Demonstrate proper use of drywall tools
- Install drywall on ceilings and walls
- Finish work, coating and texturing walls and ceilings
- Install baseboard trim work
- Install casings and crown moldings
- Install stone work and grouting

### **COMPETENCIES FOR CONSTRUCTION**

Students will be learning skills directly related to their course, which are outlined in the State of Ohio's Competency Analysis Profile (O.C.A.P.), the Integrated Technical & Academic Competency (I.T.A.C.) profile and the NCCER competencies. These competencies are the core curriculum of this course and are supplemented by the skills required by business and industry in this area.

These cognitive skills addressed by this course include imbedded problem solving and higher-level thinking. Competencies include but are not limited to the following:

Solving problems in work related situations

Communicating effectively

Applying technology

Working responsibly

Planning and managing a career

Managing resources

Safety in the workplace

Carpentry

NCCER Certifications – Core and Level 1: Construction Technology

## ***Instructional Philosophy***

Students will learn the course content in various ways. Classroom instruction will include lecture, note taking, cooperative learning, and individual research papers involving Internet search. Theory evaluation will be based on homework, worksheets, quizzes and tests. Once the student has mastered the theory lab, activities will be explained and demonstrated by the instructors. Students will then have the opportunity to practice these skills before performance evaluations. Students will be expected to participate in the classroom learning by note taking, oral response and engaging in the cooperative learning activities. Students will understand clearly the types of hands-on skills they will be evaluated and are expected to practice these to achieve mastery. There will be opportunities for students who are progressing satisfactorily to engage in independent or extra credit projects as long as they are aligned with the established curriculum. Additionally, students will learn leadership and organizational skills by being involved in SkillsUSA, a professional organization for career and technical students.

### **Class Room Entry – Attendance**

Attendance is taken at the start of class. All students should be in their assigned seat before the bell. Students not in their seats will be counted tardy or absent if not present. If you are tardy you must report to the Main Office and obtain an admit slip. More than five unexcused absences within a nine week grading period or three in a six week grading period may result in loss of credit. Excessive unexcused absences may result in disciplinary action. Refer to the Student/Parent Handbook for more information.

### **Class Room Exit – Dismissal**

Students are dismissed by the Instructor, not the bell.

### **Assessment**

Grading policy is per the Student/Parent Handbook

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **Course Assignments and Projects**

Late assignments will only be accepted with an excused absence.

Assignments are due at the start of class.

Students can expect assignments on a regular basis. Projects of significant importance will be assigned throughout the year.

## Program Apparel

Students will be required to wear program specific apparel.  
Standard daily dress: Uniform shirt, long pants, and work boots.

Students are required to have and display on themselves at all times an Auburn Career Center ID Badge, which is provided free during the first weeks of school. The Auburn ID badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a duplicate ID badge must be purchased. The fee for a duplicate ID badge is \$5.00.

## Course Policies

This course covers a large amount of material; therefore, late assignments will not be accepted. The only exception to this is if the student provides an excused absence that is verified by the High School office. Refer to the Student/Parent Handbook for more information.

This program is a program that builds upon skills. Missing class time will jeopardize a student's ability to complete the various assignments and projects accurately and on time.

Class participation and employability skills are an extremely important part of this program. Grades are based in part on the following:

All class policies are derived from the mission and vision of the school.

- Students are required to have and display on themselves at all times an Auburn Career Center ID Badge, which is provided free during the first weeks of school. The Auburn ID Badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a duplicate ID badge must be purchased. The fee for a duplicate badge is \$5.00.
- All rules and procedures stated in the student code of conduct must be followed at all times. It is the student's responsibility to be familiar with Auburn's student code of conduct. It is the prerogative of the school to add or amend this student code of conduct at any time during the school year.
- Attendance statement: **Excessive unexcused absences may result in disciplinary action.**
- If you are absent or tardy, an admit slip from the office must be obtained.
- Upon an excused absence, you will have a period equal to the number of days absent up to 10 days to complete any missed assignments, quizzes and exams.
- Any act of academic dishonesty will result in a zero for that activity, with a teacher parent contact.



- All work, both written and lab activities must follow the format the teacher has outlined for that activity. Even though the work may be completed, if the proper format is not followed a lowering of the grade will occur for that activity.
- Late work will not be accepted.
- Safety glasses must be worn at all times.

## **Employability Skills**

100 Points / week

In addition to the discipline guidelines presented in the Student / Parent Handbook CON Students have the opportunity to earn up to 100 points per week for employability skills.

It is up to the student to earn the grade. Not earning points is based on inappropriate behavior and teacher observations of behavior and attitude. Behavior and preparedness are an essential part of a student's tenure at Auburn.

### **To earn employability points in class, students are to:**

- ✓ Speak/Think Positively – Utilize outstanding communication skills
- ✓ Keeping excellent attendance – Be dressed and ready for class
- ✓ Follow Directions – Use computers, calculators or mobile devices in an appropriate manner
- ✓ Be a Team Player - Have tolerance, respect, and concern for others
- ✓ Demonstrate Excellent Work Ethic – Be in class, on time, ready to begin, focused on task at hand
- ✓ Uphold a Safe Environment - Operate and maintain equipment properly

Continual violation of the Employability Skills will result in a reduced course grade. Continuous violation of the Employability Skills will result in additional disciplinary action determined on a case by case basis.

### **NOTE:**

The above expectations also extend to your behavior throughout Auburn Career Center and will affect your grade.

\*You can positively impact your employability skills score. Bonus points can be earned by going above and beyond expectations.

### **Personal Mobile Technology**

Cell Phones, MP3 Players and other mobile devices are included in the definition of personal mobile technology. It is expected that students will realize that mobile technology devices have their time and place and will utilize them appropriately, as stated in this handbook while in the Construction classroom/lab. Students will abide by any policies stated within the Auburn Student Handbook and Technology Agreement while at Auburn Career Center.

Computer usage: Auburn Career Center supports instruction through the use of computers, e-mail, software, and other media, and Internet access. The use of the tools is a privilege, not a right. Any student who violates the Acceptable Use Policy found in the Student/Parent

Handbook may lose their access to Auburn's computers and network accounts. Notice to students who have access to digital audio and video recording equipment. Abuses of this equipment will not be tolerated.

In addition, students are expected to use computers and other media equipment at the designated time, and only for class assignments. Abuses may result in a loss of technology privileges.

Auburn e-mail accounts are monitored, and the use of them falls under ACC policies.

## **Emergency Response**

**If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.**

**Pick up the phone and dial "0" for the Office.**

**Remain calm, explain the situation.**

**If there is no immediate answers, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.**

***If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.***

***There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.***

## ***Student Organization:***

### **SkillsUSA**

#### **Overview of SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

#### **Membership:**

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, Skills USA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

#### **Mission:**

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

# APPENDIX

## AUBURN CERTIFICATES

### Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

### Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

### Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

### Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

## **BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS**

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

## **CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING**

### **Description of Program**

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

### **Purpose**

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

### **Credential Earned**

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

### **Student Support Services:**

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
  - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

## **Symplicity**

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews. If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

## **TECHNOLOGY LITERACY PROGRAM**

### **Description of Course**

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

### **Purpose**

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

### **Mastery Learning**

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

## **FINANCIAL LITERACY**

Financial understanding is a competency requirement in the Cosmetology coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

## **Auburn Career Center – Construction**

### ***Syllabus Student/Parent Agreement***

**After reviewing the Construction Syllabus, please sign and return this agreement page to the Construction Instructor.**

**I have read and understand all of the information included in the Auburn Career Center Construction Syllabus.**

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_