

# Work-Based Learning Instructional Plan



Emerald Coast Technical College Main Campus  
Emerald Coast Technical College @ Magnet Innovation  
Center – Watersound

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## ECTC Mission

We prepare and empower today's students to meet the demands of an evolving and competitive global market.

## ECTC Vision

Empowering Students, Powering the Future

## Introduction

### **What advantage does work-based learning offer students?**

Work-based learning offers students opportunities to learn through real-world experiences.

### **What work-based learning opportunities are offered at Emerald Coast Technical College (ECTC)?**

Work-based learning at Emerald Coast Technical College varies based on the program in which it is offered. Please refer to the programs section for work-based opportunities offered by ECTC's programs.

### **What is the purpose of the ECTC Work-Based Learning Instructional Plan?**

ECTC's Work-Based Learning Instructional Plan was developed to standardize and house work-based learning instructional plans and partner agreements, where appropriate, for all programs offered at ECTC.

## Policies and Procedures

Work-based learning is provided in order to expand and enhance student learning with job-related experiences and to facilitate the transition from the classroom to work.

### Objectives Overview

The objectives of the Work Based Learning Program are as follows:

- ✓ To expand and enhance the student's learning through experiences that simulate an actual work setting.
- ✓ To help the student make the transition from school to work and career.
- ✓ To teach the environment of work.

### Wage Compensation

ECTC students will not receive wage compensation for work-based learning activities. ECTC students do not receive payment for work-based activities.

### ECTC/Program Responsibilities

ECTC will use the following guidelines for work-based activities:

- Work-based opportunities offered by ECTC are under the direct supervision of an ECTC instructor.
- Work-based activities will enhance career experiences within the program of study.
- Work-based learning will align to objectives and competencies within the program's curriculum framework.
- ECTC instructors will evaluate and document work-based learning activities.

### Student Responsibilities

- The student will adhere to the procedures and policies in the program handbook and the ECTC Catalog and Student Handbook.
- The student will complete documentation, as instructed, for work-based learning experiences.

## Partner Agreements

Two programs, Patient Care Technician and Practical Nursing have partner agreements. Partner agreements are included in their corresponding program sections.

## Evaluation/Grading

The following numeric grading scale is used in calculating grades for all students who enroll in programs at ECTC:

Cosmetology, Patient Care Technician, Pharmacy Technician, Phlebotomy, Practical Nursing				All Other Programs			
94 - 100	A	4.0		93 - 100	A	4.0	
85 - 93	B	3.0		84 - 92	B	3.0	
77 - 84	C	2.0		70 - 83	C	2.0	
0 - 76	F*	0.0		0 - 69	F	0.0	

## Programs

All ECTC programs offer a work-based learning component. Please refer to the individual programs for specifics:

[Heating, Ventilation, Air-conditioning/Refrigeration \(HVAC/R\)1](#)

[Heating, Ventilation, Air-conditioning/Refrigeration \(HVAC/R\)2](#)

Applied Cybersecurity

Automotive Service Technology 1

Automotive Service Technology 2

Computer Systems & Information Technology (CSIT)

Cosmetology

Electricity

Network Support Services

Patient Care Technician

Pharmacy Technician

Phlebotomy

Practical Nursing

Web Application Development & Programming

Welding Technology

Welding Technology-Advanced

## Heating, Ventilation, Air-conditioning/Refrigeration (HVAC/R)<sup>1</sup> Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Lab Activities
- ✓ Pass module exam associated with each course prior to completing the work-based activity associated with the course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	ACR0000	Introduction to HVAC/R
B	ACR0001	HVAC/R Fundamentals
C	ACR0012	HVAC/R Service Practices

### Work-based Activities – General Information:

Setting: Activities take place at Emerald Coast Technical College campus.

Supervision: Program instructor possessing appropriate qualifications.

Activities: Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of the program.


Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

### Partner Agreements:

The program does not have any partner agreements or on-site employers.

### Work Based Learning Experience

Offsite learning opportunities are available; however, the Work Based Learning requirements must be met. The Work Based Learning Form will be completed and signed when performing all offsite projects.

		<b>Emerald Coast Technical College</b>	
Date: 2/22/2022			
<b><u>Work Based Learning Form</u></b>			
Work Based Learning Experience			
Student's Participating			
School	Emerald Coast Technical College, Main Campus		
Address:	761 N. 20th Street	City:	Defuniak Springs
Phone Number:	850-892-1241	State:	FL Zip: 32433
Program Area:			
Instructor Name:			
Customer Name:		Phone:	
Address:		E-Mail:	
City:		State:	FL Zip:
Work Schedule (Days & Hours):		Hours Per Week:	
		Start and End Dates:	
Estimated cost of project	\$		
According to the WBL type, the student will observe, be trained and/or and complete the following tasks:			
1:			
2:			
3:			
4:			
5:			
1			

**Work Based Learning Form**

Page 2 of 2

Project Name

School Year:

2021-2022

**THE STUDENT AGREES TO:**

- Be courteous and considerate of the employer, co-workers and others.
- Keep the employer's interest in mind and to be punctual, dependable and loyal.
- Notify the employer and the coordinator as soon as possible if unable to go to work and/or school.
- Keep such records of work experience and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines.
- Conform to the policies and regulations of the employer and the school.
- Maintain a satisfactory performance level on-the-job.
- Abide by the Training Plan Agreement developed by the teacher, coordinator and employer.

**THE INSTRUCTOR, ON BEHALF OF THE SCHOOL, AGREES TO:**

- Prepare a work-based learning Plan for the students prior to beginning the project.
- Revise the Training Plan Agreement as needed to improve the student's work experience.
- Prior to the work-based learning experience, prepare the student to be successful by reviewing expectations.
- Monitor all students performing specified tasks.

**THE CUSTOMER AGREES TO:**

- Provide a clean and safe workplace for students to work.
- Provide all material for the trainees to perform the tasks required to meet the NEC and local code requirements.
- Provide a drug free work environment.
- Refrain from using profanity and any language that could be interpreted as unprofessional.
- Explain in writing (email, drawings, text or on paper) exactly what work is to be accomplished.

**PROTECTION AND SAFETY OF STUDENTS**

- Students will be provided all required safety equipment (PPE) specific to the tasks the students will be performing.
- Staff will ensure that safety briefs are given prior to starting any work, safety briefs will be relevant to the tasks being performed.
- No student will perform work that they have not previously been trained at doing, students may shadow the instructor or other experienced trainees.

No work performed by the student during the scheduled class schedule will receive any type of monetary compensation for work-based learning at/for this project.

**Work Time & Hours**

All WBL training will be conducted during the students scheduled class time.

*Walton County School District, Emerald Coast Technical College staff, students and administration accepts no responsibility for damages, delay in schedule or accepts any binding contracts. Emerald Coast Technical College has the right to accept or decline any work based on the current skill level of the students. Staff will not pull any permits for any projects that would commit the staff member to any project. Emerald Coast Technical College will pay for any material for any work being performed, staff will not receive any compensation for any work performed during class time, performed by students for any reason. All donations will be made to Emerald Coast Technical College attention to the program designated.*

Customer Signature: \_\_\_\_\_ 2 \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Heating, Ventilation, Air-conditioning/Refrigeration (HVAC/R)<sup>1</sup></b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

- 01.0 Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 02.0 Identify, use and maintain the tools and tool accessories used in the heating, air-conditioning and refrigeration industry.
- 03.0 Demonstrate mathematics knowledge and skills.
- 04.0 Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment.
- 05.0 Troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components.
- 06.0 Select and test electrical generation and distribution components for commercial heating and air conditioning systems.
- 07.0 Maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.
- 08.0 Troubleshoot and wire electrical motors and their components.
- 09.0 Operate solid-state electronics as used in heating, air-conditioning and refrigeration systems.
- 10.0 Evaluate single-phase and three-phase power as used in heating, air-conditioning and refrigeration systems.
- 11.0 Explain the function of basic electronics.
- 12.0 Describe the history and concepts of heating, air-conditioning and refrigeration.
- 13.0 Explain the properties of matter and heat behavior.
- 14.0 Analyze fluids, pressures, refrigerants and related codes.
- 15.0 Evaluate heating, air-conditioning and refrigeration system components and accessories.
- 16.0 Select appropriate commercial compressors.
- 17.0 Test and adjust commercial evaporative condensers.
- 18.0 Maintain, test and troubleshoot commercial evaporators.

- 19.0 Fabricate and service the piping, tubing and fittings used in the heating, air-conditioning and refrigeration industry.
- 20.0 Identify basic principles of heating, air conditioning, refrigeration and ventilation piping sizing.
- 21.0 Utilize and operate mechanical refrigeration servicing and testing equipment.
- 22.0 Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures.
- 23.0 Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems.
- 24.0 Demonstrate a working knowledge of refrigerants and oils.
- 25.0 Conduct system startup and shutdown.
- 26.0 Explain the importance of employability and entrepreneurship skills.

#### Documentation:

Students document activities for each work-based task. The instructor tracks work-based activities performed by students. Work-based documentation is maintained by the instructor. Grades are entered into the Focus student system.

#### Work-based Learning Activity Procedures and Grading Scale:

# Grading Scale

Total Number of Problems / Questions																														
	2	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1	33	25	20	17	14	13	11	10	9	8	8	7	7	6	6	6	5	5	5	5	4	4	4	4	4	4	3	3		
2	67	50	40	33	29	25	22	20	18	17	15	14	13	13	12	11	11	10	10	9	9	8	8	8	7	7	7	7		
3	100	75	60	50	43	38	33	30	27	25	23	21	20	19	18	17	16	15	14	14	13	13	12	12	11	11	10	10		
4		100	80	67	57	50	44	40	36	33	31	29	27	25	24	22	21	20	19	18	17	17	16	15	15	14	14	13		
5			100	83	71	63	56	50	45	42	38	36	33	31	29	28	26	25	24	23	22	21	20	19	19	18	17	17		
6				100	86	75	67	60	55	50	46	43	40	38	35	33	32	30	29	27	26	25	24	23	22	21	21	20		
7					100	88	78	70	64	58	54	50	47	44	41	39	37	35	33	32	30	29	28	27	26	25	24	23		
8						100	89	80	73	67	62	57	53	50	47	44	42	40	38	36	35	33	32	31	30	29	28	27		
9							100	90	82	75	69	64	60	56	53	50	47	45	43	41	39	38	36	35	33	32	31	30		
10								100	91	83	77	71	67	63	59	56	53	50	48	45	43	42	40	38	37	36	34	33		
11									100	92	85	79	73	69	65	61	58	55	52	50	48	46	44	42	41	39	38	37		
12										100	92	86	80	75	71	67	63	60	57	55	52	50	48	46	44	43	41	40		
13											100	93	87	81	76	72	68	65	62	59	57	54	52	50	48	46	45	43		
14												100	93	88	82	78	74	70	67	64	61	58	56	54	52	50	48	47		
15													100	94	88	83	79	75	71	68	65	63	60	58	56	54	52	50		
16														100	94	89	84	80	76	73	70	67	64	62	59	57	55	53		
17															100	94	89	85	81	77	74	71	68	65	63	61	59	57		
18																100	95	90	86	82	78	75	72	69	67	64	62	60		
19																	100	95	90	86	83	79	76	73	70	68	66	63		
20																		100	95	91	87	83	80	77	74	71	69	67		
21																			100	95	91	88	84	81	78	75	72	70		
22																				100	96	92	88	85	81	79	76	73		
23																					100	96	92	88	85	82	79	77		
24																						100	96	92	89	86	83	80		
25																							100	96	93	89	86	83		
26																								100	96	93	90	87		
27																									100	96	93	90		
28																										100	97	93		
29																											100	97		
30																												100		

**PERFORMANCE PROFILE SHEET****Craft: HVAC Level One****Module Eight: 03104-13****Module Title: Soldering and Brazing****NCCER TRAINING**TRAINEE NAME: Thul Grindlesberger

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Be sure to list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Training Program, record performance testing results on Training Report Form 200, and submit the results to your Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	1. Properly set up and shut down oxyacetylene equipment.	1	2-12-22	3:50	4:45
1	2. Properly set up and shut down an acetylene single tank.	1	2-12-22	3:50	4:45
1	3. Properly prep and safely solder copper tubing in various planes, using various fittings.	1	2-12-22	3:50	4:45
2	4. Properly prep and safely braze copper tubing using various fittings.	1	2-12-22	3:50	4:45

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HVAC LEVEL ONE — MODULE 03104-13 PERFORMANCE PROFILE

## Heating, Ventilation, Air-conditioning/Refrigeration (HVAC/R)2 Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Lab Activities
- ✓ Pass module exam associated with each course prior to completing the work-based activity associated with the course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	ACR0013	HVAC/R Intermediate Service Practices
B	ACR0044	HVAC/R Advanced Service Practices

### Work-based Activities – General Information:

- Setting: Work-based activities are performed on campus.
- Supervision: Program instructor possessing appropriate qualifications.
- Activities: Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of the program.
- Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

### Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

Heating, Ventilation, Air-conditioning/Refrigeration (HVAC/R)2			
93 - 100	A		4.0
84 - 92	B		3.0
70 - 83	C		2.0
0 - 69	F		0.0

Objectives/Competencies/Experiences Evaluated:


- 01.0 Use combustion-type heating servicing and testing equipment.
- 02.0 Troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems.
- 03.0 Maintain, troubleshoot and repair commercial heating systems.
- 04.0 Explain how to install, maintain and repair heating, air-conditioning and refrigeration systems.
- 05.0 Demonstrate knowledge of retail refrigeration systems.
- 06.0 Demonstrate knowledge of commercial and industrial refrigeration systems.
- 07.0 Develop an understanding of hydronic systems.
- 08.0 Determine the properties of air.
- 09.0 Use a pressure enthalpy chart to diagram refrigerant cycles.
- 10.0 Explain the standards for and ways to measure indoor-air quality.
- 11.0 (Optional) Identify and understand pneumatic control systems for commercial heating and air-conditioning applications.
- 12.0 Develop an understanding of chilled systems.
- 13.0 (Optional) Maintain and repair thermal storage systems.
- 14.0 Read construction documents.
- 15.0 Interpret, use and modify construction drawings and specifications.
- 16.0 Design heating and cooling systems.
- 17.0 Troubleshoot and repair commercial heating and air-conditioning systems.
- 18.0 Calculate commercial heating and air-conditioning loads.
- 19.0 Install air distribution systems.
- 20.0 Evaluate commercial airside systems.
- 21.0 Balance an air distribution system.
- 22.0 Select energy conservation equipment.
- 23.0 Analyze building management systems.
- 24.0 Recommend alternative heating and cooling systems for various case studies.
- 25.0 Demonstrate a working knowledge of electrical generation and distribution components for commercial heating and air conditioning systems.
- 26.0 Demonstrate a working knowledge of refrigeration-system vibration and insulation.
- 27.0 Apply commercial refrigeration-pipe sizing and troubleshooting procedures.
- 28.0 Use refrigeration-systems skills in commercial applications.
- 29.0 Demonstrate a working knowledge of refrigerated storage systems.
- 30.0 Diagnose, maintain and repair ice-making systems.
- 31.0 Use refrigeration electrical-system skills in commercial applications.
- 32.0 Maintain and troubleshoot commercial refrigeration systems.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Work Based Learning Experience

Offsite learning opportunities are available; however, the Work Based Learning requirements must be met. The Work Based Learning Form will be completed and signed when performing all offsite projects.

		<b>Emerald Coast Technical College</b>			
Date: 2/22/2022					
<b><u>Work Based Learning Form</u></b>					
Work Based Learning Experience					
<b>Student's Participating</b>					
<b>School</b>	Emerald Coast Technical College, Main Campus				
<b>Address:</b>	761 N. 20th Street	<b>City:</b>	Defuniak Springs		
<b>Phone Number:</b>	850-892-1241	<b>State:</b>	FL	<b>Zip:</b>	32433
<b>Program Area:</b>					
<b>Instructor Name:</b>					
<b>Customer Name:</b>				<b>Phone:</b>	
<b>Address:</b>				<b>E-Mail:</b>	
<b>City:</b>		<b>State:</b>	FL	<b>Zip:</b>	
<b>Work Schedule (Days &amp; Hours):</b>			<b>Hours Per Week:</b>		
			<b>Start and End Dates:</b>		
<b>Estimated cost of project</b>	\$				
<b>According to the WBL type, the student will observe, be trained and/or and complete the following tasks:</b>					
1:					
2:					
3:					
4:					
5:					
1					

<b>Work Based Learning Form</b>		<b>Page 2 of 2</b>
Project Name: _____	School Year: _____	2021-2022
<p><b>THE STUDENT AGREES TO:</b></p> <ul style="list-style-type: none"> <li>Be courteous and considerate of the employer, co-workers and others.</li> <li>Keep the employer's interest in mind and to be punctual, dependable and loyal.</li> <li>Notify the employer and the coordinator as soon as possible if unable to go to work and/or school.</li> <li>Keep such records of work experience and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines.</li> <li>Conform to the policies and regulations of the employer and the school.</li> <li>Maintain a satisfactory performance level on-the-job.</li> <li>Abide by the Training Plan Agreement developed by the teacher, coordinator and employer.</li> </ul> <p><b>THE INSTRUCTOR, ON BEHALF OF THE SCHOOL, AGREES TO:</b></p> <ul style="list-style-type: none"> <li>Prepare a work-based learning Plan for the students prior to beginning the project.</li> <li>Revise the Training Plan Agreement as needed to improve the student's work experience.</li> <li>Prior to the work-based learning experience, prepare the student to be successful by reviewing expectations.</li> <li>Monitor all students performing specified tasks.</li> </ul> <p><b>THE CUSTOMER AGREES TO:</b></p> <ul style="list-style-type: none"> <li>Provide a clean and safe workplace for students to work.</li> <li>Provide all material for the trainees to perform the tasks required to meet the NEC and local code requirements.</li> <li>Provide a drug free work environment.</li> <li>Refrain from using profanity and any language that could be interpreted as unprofessional.</li> <li>Explain in writing (email, drawings, text or on paper) exactly what work is to be accomplished.</li> </ul> <p><b>PROTECTION AND SAFETY OF STUDENTS</b></p> <ul style="list-style-type: none"> <li>Students will be provided all required safety equipment (PPE) specific to the tasks the students will be performing.</li> <li>Staff will ensure that safety briefs are given prior to starting any work, safety briefs will be relevant to the tasks being performed.</li> <li>No student will perform work that they have not previously been trained at doing, students may shadow the instructor or other experienced trainees.</li> </ul> <p>No work performed by the student during the scheduled class schedule will receive any type of monetary compensation for work-based learning at/for this project.</p> <p><b>Work Time &amp; Hours</b> All WBL training will be conducted during the students scheduled class time.</p> <p><i>Walton County School District, Emerald Coast Technical College staff, students and administration accepts no responsibility for damages, delay in schedule or accepts any binding contracts. Emerald Coast Technical College has the right to accept or decline any work based on the current skill level of the students. Staff will not pull any permits for any projects that would commit the staff member to any project. Emerald Coast Technical College will pay for any material for any work being performed, staff will not receive any compensation for any work performed during class time, performed by students for any reason. All donations will be made to Emerald Coast Technical College attention to the program designated.</i></p> <p>Customer Signature: _____ 2 _____ Date: _____</p>		

**Documentation:**

Students document activities for each work-based task. The instructor tracks work-based activities performed by students. Work-based documentation is maintained by the instructor. Grades are entered into the Focus student system.

Work-based Activity Procedures:**Performance Profile Sheet (Page 1 of 1)****NCCER Training****Craft:** HVAC Level 3**Module:** 03313-13**Module Title:** Fasteners, Hardware, and Wiring Terminations

TRAINEE NAME:

THURU GINDLESBERG

TRAINEE PROGRAM SPONSOR:

HVAC R - 2

INSTRUCTOR:

JEFF FALIVENE**Rating Levels:**

(1) Passed: performed task      (2) Failed: did not perform task  
Also, list the date for testing for each task was completed.

**Recognition:**

When testing for the NCCER Training Program, be sure to record Performance testing results on Training Report Form 200, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
1	Torque threaded hardware to a specific torque value.	1	3-14-22	4:00	7:15
1	Select the appropriate drill bit and install an anchor in brick or concrete block.	1	↓	↓	↓
3	Terminate line- and low-voltage wiring on a compressor contactor.	1	✓	✓	✓

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HVAC LEVEL THREE--MODULE 03313-13 PERFORMANCE PROFILE

## Grading Scale

		Total Number of Problems / Questions																													
		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Number Correct	1	33	25	20	17	14	13	11	10	9	8	8	7	7	6	6	5	5	5	5	4	4	4	4	4	4	3	3	3		
	2	67	50	40	33	29	25	22	20	18	17	15	14	13	13	12	11	11	10	10	9	9	8	8	8	7	7	7	7		
	3	100	75	60	50	43	38	33	30	27	25	23	21	20	19	18	17	16	15	14	14	13	13	12	12	11	11	10	10		
	4		100	80	67	57	50	44	40	36	33	31	29	27	25	24	22	21	20	19	18	17	17	16	15	15	14	14	13		
	5			100	83	71	63	56	50	45	42	38	36	33	31	29	28	26	25	24	23	22	21	20	19	19	18	17	17		
	6				100	86	75	67	60	55	50	46	43	40	38	35	33	32	30	29	27	26	25	24	23	22	21	21	20		
	7					100	88	78	70	64	58	54	50	47	44	41	39	37	35	33	32	30	29	28	27	26	25	24	23		
	8						100	89	80	73	67	62	57	53	50	47	44	42	40	38	36	35	33	32	31	30	29	28	27		
	9							100	90	82	75	69	64	60	56	53	50	47	45	43	41	39	38	36	35	33	32	31	30		
	10								100	91	83	77	71	67	63	59	56	53	50	48	45	43	42	40	38	37	36	34	33		
	11									100	92	85	79	73	69	65	61	58	55	52	50	48	46	44	42	41	39	38	37		
	12										100	92	86	80	75	71	67	63	60	57	55	52	50	48	46	44	43	41	40		
	13											100	93	87	81	76	72	68	65	62	59	57	54	52	50	48	46	45	43		
	14												100	93	88	82	78	74	70	67	64	61	58	55	54	52	50	48	47		
	15													100	94	88	83	79	75	71	68	65	63	60	58	56	54	52	50		
	16														100	94	89	84	80	76	73	70	67	64	62	59	57	55	53		
	17															100	94	89	85	81	77	74	71	68	65	63	61	59	57		
	18																100	95	90	86	82	78	75	72	69	67	64	62	60		
	19																	100	95	90	86	83	79	76	73	70	68	66	63		
	20																		100	95	91	87	83	80	77	74	71	69	67		
	21																			100	95	91	88	84	81	78	75	72	70		
	22																				100	96	92	88	85	81	79	76	73		
	23																					100	96	92	88	85	82	79	77		
	24																						100	96	92	89	86	83	80		
	25																							100	96	93	89	86	83		
	26																								100	96	93	90	87		
	27																									100	96	93	90		
	28																										100	97	93		
	29																											100	97		
	30																												100		

## Applied Cybersecurity Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Lab Activities
- ✓ Differentiate between various types of malware
- ✓ Experience using a variety of malware-removal programs
- ✓ Successfully complete Data Recover Lab
- ✓ Successfully complete Recuva Lab
- ✓ Pass Replace Hard Drive Activity

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
CTS0018	Cybersecurity Associate
CTS0019	Information Security Manager

### Work-based Activities – General Information:

- Setting: Work-based activities are performed on campus.
- Supervision: Program instructor possessing appropriate qualifications.
- Activities: Perform malware removal, harden computer systems, penetration testing, data recovery.
- Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.
- Payment: Students do not receive wages/compensation for services performed.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Applied Cybersecurity</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

Course Number: CTS0018	
Occupational Completion Point: A	
Cybersecurity Associate – 600 Hours – SOC Code 15-1122	
01.0	Demonstrate knowledge, skill, and application of computer systems. – The student will be able to:
01.01	Describe and use current and emerging computer technology and software to perform personal and business related tasks.
01.02	Describe the types of communications and networking systems used in workplace environments.
01.03	Locate and use software application reference materials such as on-line help, vendor bulletin boards, tutorials, and manuals.
01.04	Troubleshoot problems with computer hardware peripherals.

Course Number: CTS0019	
Occupational Completion Point: B	
Information Security Manager – 150 Hours – SOC Code 15-1122	
61.0	Demonstrate proficiency in the essential elements of forensic analysis. – The student will be able to:
61.01	Describe the four phases of forensic analysis and discuss the activities performed in each phase.
61.02	Describe the forensic and evidentiary considerations when determining containment.

61.03	Describe the types and sources of data collected for forensic analysis.
61.04	Explain the various forms of data and associated collection/retrieval tools for the application transport, IP, and link layers.
61.05	Explain the processes by which data is collected for analysis.
61.06	Describe the role of system event logs in data collection.
61.07	Describe the role of the process log in data collection.
61.08	Describe the processes associated with preserving evidence collected for forensic purposes.
61.09	Describe how the chain of custody can be maintained for evidence collected during a forensic analysis effort.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on the Work Order Form. The form is submitted electronically to the instructor via Edmodo. Documentation of completed work orders is maintained by the instructor. Grades are entered into the Focus student system.

Applied Cybersecurity Work Order Form:

## Information Technology Work Order

*Please complete and print ALL information. Each item is required.*

**Building Number:** Select One

**Technician:**

**Room Number:**

**Supervisor:**

**Location in Room** *(Be specific):*

**Date Received:** [Click here to enter a date.](#)

**Model Name/Number:**

**Time Started:**

**Serial # (Service Tag):**

**Date Completed:** [Click here to enter a date.](#)

**Walton County Property #:**

**Time Completed:**

**Problem** *(including error message):*

**Tools & Instruments Used:**

**Reported By:**

**Software Utilized:**

**Date Reported:**

**\*MARK ALL THAT APPLY\***

☐ Hardware Installation

☐ Upgrade

☐ Troubleshooting

☐ Warranty Call-in

☐ Multimedia

☐ Routine Maintenance

☐ Software Installation

☐ Other

**If other was marked provide a description** *(Be specific):* [Click here to enter text.](#)

**Database Entry:** Select One

**Warranty Status:** Select One

**Delivery Information/Confirmation #:**

**Results**

**Certification Objective(s):** A+

## Technology Work Order Rubric

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Troubleshooting Task: \_\_\_\_\_ Location: \_\_\_\_\_

Reported By: \_\_\_\_\_ Customer Service Follow-up: \_\_\_\_\_

Program Name: Applied Cybersecurity


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### *Evaluation Rubric*

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**Troubleshooting – 50 points max****Points:**

- 50 100% completion of troubleshooting task.
- 30 Partial completion of troubleshooting task.
- 0 Did not complete troubleshooting task.

**Professionalism and Customer Service – 35 points max****Points:**

- 35 Student was professional. Excellent customer service.
- 15 Improvement in customer service needed.
- 0 Student was not professional. Poor customer service.

**Documentation – 15 points max****Points:**

- 15 100% complete documentation
  - 5 Missing 1 field on technology work order documentation or incorrect file name.
  - 0 Missing more than 1 field on technology work order documentation.
- 

Task Number and Description	Points	Comments/Notes
Troubleshooting		
Professionalism and Customer Service		
Documentation		

## Applied Information Technology, Instructional Plan (Emerald Coast Technical College @ Magnet Innovation Center - Watersound)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Lab Activities
- ✓ Pass Hardware Exam
- ✓ Successfully perform Software Installation and Scanning Lab
- ✓ Pass Routine Maintenance Activity #1

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	OTA0040	Information Technology Assistant	<a href="#">OTA0040 Teacher Certifications</a>	150 hours	15-1151
B	CTS0072	IT & Web Systems	BUS ED 1 @2 COMPU SCI 6 INFO TECH 7G	300 hours	15-1151
F	CTS0075	Multimedia Systems		150 hours	15-1151

This program is a planned sequence of instruction consisting of eight occupational completion points. To complete this program, students must complete OCP A and OCP B, plus one or more of the subsequent OCPs (C-H).

### Work-based Activities – General Information:

Setting: Work-based activities are performed on campus. Supervision: Program instructor possessing appropriate qualifications.

Activities: Diagnose and troubleshoot boot-up, hardware, software issues.

Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

Payment: Students do not receive wages/compensation for services performed.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

Applied Information Technology (AIT)		
93 - 100	A	4.0
84 - 92	B	3.0
70 - 83	C	2.0
0 - 69	F	0.0

Objectives/Competencies/Experiences Evaluated: The instructor evaluates the following:

**Course Number: OTA0040**

**Occupational Completion Point: A**

**Information Technology Assistant – 150 Hours – SOC Code 15-1151**

**Information Technology Assistant (OTA0040) is part of several programs across the various CTE career clusters. To ensure consistency, the standards and benchmarks for this course (01.0 – 15.0) have been placed in a separate document. To access this document, visit: [Information Technology Assistant \(OTA0040\) - \(RTF\)](#)**

**Course Number: CTS0072**

**Occupational Completion Point: B**

**IT & Web Systems – 300 Hours – SOC Code 15-1151**

16.0	Demonstrate proficiency on the principles of design. The student will be able to:
16.01	Identify industry best practices in visual design (e.g., color schemes, fonts, navigation methods, pagination).
16.02	Explain the key concepts of meeting client needs.
16.03	Apply the principles of Human Computer Interface (HCI) to design and develop an effective look and feel for a website.
16.04	Design and create a webpage for optimal display in multiple browsers.
17.0	Demonstrate proficiency planning an effective website. The student will be able to:
17.01	Compare and contrast site maps and wireframes.
17.02	Develop an effective site map for a website.
17.03	Create page layout wireframes for a website.
17.04	Classify web development tasks according to when they are performed during the web development cycle.
17.05	Describe the different types of business requirements that apply to website design.
17.06	Design business requirements to help ensure success for a specific website.
17.07	Demonstrate ability to use effective designer-client communication skills.

# ECTC WORK-BASED LEARNING INSTRUCTIONAL PLAN

18.0	Demonstrate proficiency using web development tools and techniques. The student will be able to:
18.01	Compare and contrast writing HTML using a text editor versus using a WYSIWYG editor.
18.02	Design and create an effective webpage template.
18.03	Create attractive, engaging, and efficient webpages using a WYSIWYG editor.
18.04	Create an appropriate directory structure, naming convention protocol, and file organization for a website.
18.05	Create DHTML and XML documents using editors or converters.
19.0	Demonstrate proficiency using specialized web design software. The student will be able to:
19.01	Compare and contrast various specialized web design software (e.g., Photoshop, Dreamweaver).
19.02	Demonstrate proficiency using various specialized web design software (e.g., Photoshop, Dreamweaver).
20.0	Demonstrate proficiency gathering and preparing and evaluating web content. The student will be able to:
20.01	Characterize effective writing styles and conventions for the web.
20.02	Create effective written content for the web.
20.03	Prepare various types of graphical content for use on a webpage.
20.04	Access and digitize graphics through various resources (e.g., scanner, digital cameras, on-line graphics, clipart, CD-ROMs).
20.05	Create and edit images using image or graphic design software.
20.06	Compare and contrast static versus dynamic web content.
20.07	Evaluate sources for accuracy of content.
21.0	Demonstrate an awareness of preparing a website for launch. The student will be able to:
21.01	Evaluate a website for basic usability and accessibility issues.
21.02	List the steps that are necessary to determine when a website is ready to launch.
21.03	Develop a User Testing Plan.
21.04	Demonstrate the ability to organize and execute a user testing of a website in multiple browsers.
22.0	Explain motherboard components, types and features. The student will be able to:
22.01	Identify different motherboard form factors (ATX/BTX and micro ATX).
22.02	Identify input/output interfaces (e.g. USB, serial, NIC).
22.03	Identify the different types of bus slots (e.g. PCI, AGP, PCMCIA).
22.04	Identify the BIOS/CMOS/Firmware (e.g. POST, CMOS battery).
23.0	Explain the purpose and characteristics of CPUs and their features. The student will be able to:
23.01	Identify types of CPUs (e.g. AMD, Intel).
23.02	Define hyper threading.
23.03	Explain multi core (e.g. dual, triple, quad).

# ECTC WORK-BASED LEARNING INSTRUCTIONAL PLAN

23.04	Explain the difference between onboard cache (e.g. L1, L2, L3).
23.05	Compare and contrast between real and actual speed.
23.06	Compare and contrast between 32 bit and 64 bit processing.
24.0	Perform installation and configuration activities. The student will be able to:
24.01	Install and configure software including device drivers.
24.02	Install and configure operating system software.
24.03	Install and configure application software.
24.04	Install and configure peripherals including device drivers (e.g., scanners, cameras, printers).
24.05	Supervise the testing of operating system management systems (e.g., registry, INI files).
24.06	Prepare the hard disk and related issues for operating system installation (e.g., BIOS, disk controllers).
24.07	Format and partition the hard disk.
24.08	Verify the proper operation of the system (e.g., physical inspection, tests, utilities).
24.09	Compare and contrast memory technologies (e.g., RAM, ROM, virtual memory, memory management).
24.10	Demonstrate proficiency using various memory technologies (e.g., RAM, ROM, virtual memory, memory management).
24.11	Demonstrate proper use of user interfaces, command utilities and troubleshooting utilities.
24.12	Explain the basics of boot sequences, methods and startup utilities.
25.0	Perform the process for problem diagnostics and problem resolution through wireless, infrared, telephone, e-mail, remote access, or direct contact. The student will be able to:
25.01	Identify, troubleshoot and propose solutions for configuration problems.
25.02	Identify, troubleshoot and propose solutions for software problems.
25.03	Identify, troubleshoot and propose solutions for hardware malfunctions.
25.04	Identify, troubleshoot and propose solutions for network malfunctions.
25.05	Plan and implement a system upgrade and downgrade.
25.06	Evaluate data recovery using various techniques (e.g., MBR repair tools, rescue disks, disk image, backup).
25.07	Organize and perform system maintenance activities (e.g., management console, SNMP, system monitors, diagnostics, virus management).
25.08	Demonstrate corporate interaction proficiency (e.g., responsibility, interaction, communication).
26.0	Demonstrate knowledge of presentation production issues. The student will be able to:
26.01	Demonstrate knowledge of copyright laws including copyright statute, disclaimers, and filing procedure.
26.02	Demonstrate an understanding of graphic and other file formats (e.g., EPS, TIFF, JPEG, PNG, ASCII, MPEG, MIDI, AVI, WAV,) and knowledge of image size when scanning and saving files for use in different presentation types (web, computer, print).
26.03	Identify display device connectors and types.
26.04	Define refresh rate, resolution, multi-monitor and Degauss.
26.05	Demonstrate knowledge of presentation vocabulary/terms.

26.06	Compare and contrast and utilize various audio/video output solutions and devices.
26.07	Compare and contrast removable storage.
27.0	Demonstrate proficiency using computer networks. The student will be able to:
27.01	Define networking and describe the purpose of a network.
27.02	Describe the conceptual background of digital networks including terminology and basics.
27.03	Describe various types of networks and the advantages and disadvantages of each.
27.04	Describe the use, advantages, and disadvantages of various network media.
27.05	Describe the function of various network devices.
27.06	Describe the difference between the internet and intranet.
27.07	Compare and contrast IP Version 6 and IP Version 4.
27.08	Compare and contrast the different network types.
27.09	Compare and contrast various implementation models.
28.0	Demonstrate proficiency communicating over the Internet. The student will be able to:
28.01	Display understanding of how Internet Service Providers (ISP) operate and what role they play in enabling users to connect to the Internet.
28.02	Explain how the Internet works and how documents are connected and transferred.
28.03	Configure an email client for SMTP and POP3 servers, including port assignment.
28.04	Explain how the primary modes of Internet communication are used.
29.0	Demonstrate proficiency in troubleshooting, repair and maintenance of hardware. The student will be able to:
29.01	Determine the troubleshooting methods and tools for peripheral devices.
29.02	Explain and interpret common device issues and basic troubleshooting methods.
29.03	Integrate common preventative maintenance techniques.
30.0	Demonstrate proficiency in the basic principles of security concepts and technologies. The student will be able to:
30.01	Evaluate encryption technologies, software firewall, authentication technologies, and data security.
30.02	Summarize the following security features (e.g. encryption, malicious software protection BIOS security, password management, biometrics).
31.0	Demonstrate proficiency in operational procedures as they relate to computer equipment and components. The student will be able to:
31.01	Compare and contrast ESD, EMI, RFI, and electrical safety.
31.02	Demonstrate proficiency in the use of state regulations for hazardous materials.
32.0	Use oral and written communication skills in creating, expressing and interpreting information and ideas. The student will be able to:

# ECTC WORK-BASED LEARNING INSTRUCTIONAL PLAN

32.01	Select and employ appropriate communication concepts and strategies to enhance oral and written communication in the workplace.
32.02	Locate, organize and reference written information from various sources.
32.03	Design, develop and deliver formal and informal presentations using appropriate media to engage and inform diverse audiences.
32.04	Interpret verbal and nonverbal cues/behaviors that enhance communication.
32.05	Apply active listening skills to obtain and clarify information.
32.06	Develop and interpret tables and charts to support written and oral communications.
32.07	Exhibit public relations skills that aid in achieving customer satisfaction.
33.0	Solve problems using critical thinking skills, creativity and innovation. The student will be able to:
33.01	Employ critical thinking skills independently and in teams to solve problems and make decisions.
33.02	Employ critical thinking and interpersonal skills to resolve conflicts.
33.03	Identify and document workplace performance goals and monitor progress toward those goals.
33.04	Conduct technical research to gather information necessary for decision-making.
34.0	Use information technology tools. The student will be able to:
34.01	Use personal information management (PIM) applications to increase workplace efficiency.
34.02	Employ technological tools to expedite workflow including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email and internet applications.
34.03	Employ computer operations applications to access, create, manage, integrate and store information.
34.04	Employ collaborative/groupware applications to facilitate group work.
35.0	Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. The student will be able to:
35.01	Describe the nature and types of business organizations.
35.02	Explain the effect of key organizational systems on performance and quality.
35.03	List and describe quality control systems and/or practices common to the workplace.
35.04	Explain the impact of the global economy on business organizations.
36.0	Describe the importance of professional ethics and legal responsibilities. The student will be able to:
36.01	Evaluate and justify decisions based on ethical reasoning.
36.02	Evaluate alternative responses to workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies.
36.03	Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace or on social media.

36.04 Interpret and explain written organizational policies and procedures.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on the Work Order Form. The form is submitted electronically to the instructor via Edmodo. Documentation of completed work orders is maintained by the instructor. Grades are entered into the Focus student system.

## Automotive Service Technology 1 Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Lab Activities
- ✓ Pass module exam associated with each course prior to completing the work-based activity associated with the course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	AER0014	Automobile Services Assistor
B	AER0418	Automotive Brake System Technician
C	AER0453	Automobile Suspension and Steering Technician
D	AER0360	Automotive Electrical/Electronic System Technician
E	AER0110	Engine Repair Technician

### Work-based Activities – General Information:

- Setting:** Work-based activities are performed on staff and student automobiles. All activities take place at Emerald Coast Technical College, Building 100, Room 038 A-B
- Supervision:** Program instructor possessing appropriate qualifications.
- Activities:** Diagnose and repair automotive issues.
- Safety:** Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.
- Payment:** Students do not receive wages/compensation for services performed. Payment from clients is collected at the reception desk and entered into Focus. Payments are then applied to the program's internal account where supplies are purchased for future services.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Automotive Service Technology 1</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

Objective	Competency
1.0	Proficiently explain and apply required shop and personal safety tasks relating to the automotive industry.
2.0	Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive industry.
3.0	Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.
4.0	Explain and apply proficiently the diagnosis, service and repair of drum\disc brake, hydraulics, power assist units, electronic brakes, traction control, stability control systems and miscellaneous (wheel bearings, parking brake, electrical, etc.) systems
5.0	Explain and apply proficiently the diagnosis, service and repair of front and rear suspensions systems, wheel alignment, and wheels and tires
6.0	Explain and apply proficiently the diagnosis, service and repair of electrical/electronic system components, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems
7.0	Explain and apply proficiently the diagnosis, service and repair of engines, cylinder heads, valve train, engine block, lubrication and cooling systems

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Emerald Coast Technical College  
Automotive Service Technology Department

ECTC's Automotive Department's services are available to any and all Walton County School District employees and/or students.

Our students are able to perform many task/repairs on most automobiles and light trucks.

These tasks are supervised by the Instructor and no student shall perform any task beyond his/her training/capabilities.

The Automotive department has access to many parts outlets, and most are available the same day.

Profits received for services rendered go directly into the automotive departments school account to purchase shop supplies, tools, and training materials.

The fees are as follows:

\*10% mark up on parts

\*\$10.00 per labor hour as listed in the Time and Labor Guide for automotive repairs

(This can be a substantial savings over regular shop charges)

No work will be performed until the owner has been given and agrees to the estimate of the repair cost.

Please feel free to contact me if you have any questions or would like to set up an appointment.

Thank you,

Gary Price  
Automotive Service Technology Instructor  
Emerald Coast Technical College  
761 N. 20<sup>th</sup> ST.  
Defuniak Springs, FL 32433  
(850)892-1240 ext. 5160

EMERALD COAST TECHNICAL COLLEGE

Automotive Service Technology  
761 North 20th Street  
DeFuniak Springs, FL 32433  
(850) 802-1240 ext. 5160

Invoice #:  
2418

Leslie Harrison  
DeFuniak Springs, FL 32433

Year	2018	Engine	V6-3.7L F/INJ (M)	Page 1	
Make	FORD				
Model	MUSTANG	Job Type	INVOICE	Date Started	08/28/18
		Odometer	21335	Date Completed	08/28/18
Vin #	1FABP8AM3G5326044		Q		

**LABOR**

LUMI	FULL SERVICE OIL CHANGE	5.00	
	- Change Oil		
	- Replace Oil Filter		
	- Lubricate Chassis		
	- Check & top Off all Fluids		
Rotate	Rotate Tires	4.00	
	<b>LABOR Total</b>	<b>9.00</b>	

**PARTS**

FL500s	1.00 Oil filter	4.50	4.50
MOY 5-20	6.00 Motocraft 5W20 synthetic blend motor oil	4.25	25.50
	<b>PARTS Total</b>		<b>30.00</b>

**SUPPLIES**

Waste Oil	1.00 Waste Oil Disposal	1.00	1.00
	<b>SUPPLIES Total</b>		<b>1.00</b>

Pay Method = CASH 40.00

<b>Sub Total</b>	<b>40.00</b>
<b>Sales Tax</b>	<b>0.00</b>
<b>Total</b>	<b>40.00</b>

This work in no way obligates Emerald Coast Technical College, it's students, instructors or administration in the event that damage, loss, or incomplete work should be incurred while the vehicle of this work is in the custody of Emerald Coast Technical College.

x \_\_\_\_\_ Date \_\_\_\_\_

Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on services forms specific to the automotive task. Documentation of completed services is maintained by the instructor. Grades are entered into the Focus student system.

Sample Automotive Services Form:

**Assignment 15: 12 Volt and HV Battery Service**

State Performance / NATEF Standards	Start Date	End Date	Test Grades	Inst. Initials
01.0-03.72 / I - VII		/ /		

- ☐ A Read chapter 29 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ B See instructor for review test on chapter 29
- ☐ C View Using a Load Tester video and complete worksheet
- ☐ D Complete shop manual job 128 service a battery

**Assignment 16: Fundamentals of Electricity and Electronics**

State Performance / NATEF Standards	Start Date	End Date	Test Grades	Inst. Initials
01.0-03.72 / I - VII			/ /	

- ☐ A Read chapter 17 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ B View video on Electrical Principles and complete worksheet
- ☐ C See instructor for review test chapter 17
- ☐ D Read chapter 18 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ E See instructor for review test chapter 18
- ☐ F Read chapter 22 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ G See instructor for review test chapter 22
- ☐ H Access AC DELCO web based training and complete:
  - Electrical and Electronics Stage 1
  - Electrical and Electronics Stage 2
  - Electrical and Electronics Stage 3
- ☐ I Complete workbook job 3 using digital multi meters
- ☐ J Complete shop manual job 129 jump start a vehicle

DATE COMPLETED:
OCP- A PROGRESS / NATEF CHART COMPLETED AND ATTACHED TO OUTLINE:
STUDENT CONFERENCE DATE:
STUDENT GRADE:

## NATEF Required Supplemental Tasks Competency Checklist Automotive Services Assistor

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

### Suggested Level of Competency Ratings:

- 5** Mastered competency. Able to perform all elements of the task successfully and independently without supervision.
- 4** Satisfactory performance of task. Acceptable performance of all elements of task with mastery of some elements.
- 3** Capable of performing task adequately, but some elements need improvement.
- 2** Satisfactory performance of some elements of task and unsatisfactory performance of some elements of task.
- 1** Unsatisfactory performance of task.

### REQUIRED SUPPLEMENTAL TASKS

Task Number and Description	Level of Competency (1–5)	Additional Notes
<b>Shop and Personal Safety</b>		
1. Identify general shop safety rules and procedures.		
2. Utilize safe procedures for handling of tools and equipment.		
3. Identify and use proper placement of floor jacks and jack stands.		
4. Identify and use proper procedures for safe lift operation.		
5. Utilize proper ventilation procedures for working within the lab/shop area.		
6. Identify marked safety areas.		

## Automotive Service Technology 2 Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Lab Activities
- ✓ Pass module exam associated with each course prior to completing the work-based activity associated with the course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	AER0503	Automotive Engine Performance Technician
B	AER0257	Automatic Transmission and Transaxle Technician
C	AER0274	Manual Drivetrain and Axle Technician
D	AER0172	Automotive Heating and Air Conditioning Technician

### Work-based Activities – General Information:

- Setting:** Work-based activities are performed on staff and student automobiles. All activities take place at Emerald Coast Technical College, Building 100, Room 038 A-B
- Supervision:** Program instructor possessing appropriate qualifications.
- Activities:** Diagnose and repair automotive issues.
- Safety:** Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.
- Payment:** Students do not receive wages/compensation for services performed. Payment from clients is collected at the reception desk and entered into Focus. Payments are then applied to the program's internal account where supplies are purchased for future services.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Automotive Service Technology 2</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

Objective	Competency
1.0	Explain and apply proficiently the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer engine and emission control systems
2.0	Explain and apply proficiently the diagnosis, service, repair and overhaul of automatic transmissions/transaxles
3.0	Explain and apply proficiently the operation, assembly, diagnosis, service and repair of manual drivetrains, clutches, transmissions/transaxles, drive and half-shaft universals, constant velocity joints, rear axle differential assembly, limited slip, four-wheel drive and all-wheel drive
4.0	Explain and apply proficiently the diagnosis, service and repair of heating and air conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, and recycling and handling

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Emerald Coast Technical College  
Automotive Service Technology Department

ECTC's Automotive Department's services are available to any and all Walton County School District employees and/or students.

Our students are able to perform many task/repairs on most automobiles and light trucks.

These tasks are supervised by the Instructor and no student shall perform any task beyond his/her training/capabilities.

The Automotive department has access to many parts outlets, and most are available the same day.

Profits received for services rendered go directly into the automotive departments school account to purchase shop supplies, tools, and training materials.

The fees are as follows:

\*10% mark up on parts

\*\$10.00 per labor hour as listed in the Time and Labor Guide for automotive repairs

(This can be a substantial savings over regular shop charges)

No work will be performed until the owner has been given and agrees to the estimate of the repair cost.

Please feel free to contact me if you have any questions or would like to set up an appointment.

Thank you,

Gary Price  
Automotive Service Technology Instructor  
Emerald Coast Technical College  
761 N. 20<sup>th</sup> ST.  
Defuniak Springs, FL 32433  
(850)892-1240 ext. 5160

# ECTC WORK-BASED LEARNING INSTRUCTIONAL PLAN

## EMERALD COAST TECHNICAL COLLEGE

Automotive Service Technology  
761 North 20th Street  
DeFuniak Springs, FL 32433  
(850) 892-1240 ext. 5160

Invoice #:  
2418

Leslie Harrison  
DeFuniak Springs, FL 32433

Year	2018	Engine	V6-3.7L F/INJ (M)	Page 1	
Make	FORD				
Model	MUSTANG	Job Type	INVOICE	Date Started	08/28/18
		Odometer	21335	Date Completed	08/28/18
Vin #	1FABPBAM3G5326044		0		

### LABOR

LOFT	FULL SERVICE OIL CHANGE	5.00	
	- Change Oil		
	- Replace Oil Filter		
	- Lubricate Chassis		
	- Check & top OFF all Fluids		
Rotate	Rotate Tires	4.00	
	<b>LABOR Total</b>	<b>9.00</b>	

### PARTS

FL500s	1.00 Oil filter	4.50	4.50
WOT 5-20	6.00 Motorcraft 5W20 synthetic blend motor oil	4.25	25.50
	<b>PARTS Total</b>		<b>30.00</b>

### SUPPLIES

Waste Oil	1.00 Waste Oil Disposal.	1.00	1.00
	<b>SUPPLIES Total</b>		<b>1.00</b>

Pay Method = CASH 40.00

<b>Sub Total</b>	<b>40.00</b>
<b>Sales Tax</b>	<b>0.00</b>
<b>Total</b>	<b>40.00</b>

This work in no way obligates Emerald Coast Technical College, it's students, instructors or administration in the event that damage, loss, or incomplete work should be incurred while the vehicle of this work is in the custody of Emerald Coast Technical College.

X \_\_\_\_\_ Date \_\_\_\_\_

### Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on services forms specific to the automotive task. Documentation

of completed services is maintained by the instructor. Grades are entered into the Focus student system.

Sample Automotive Services Form:

**Assignment 15: 12 Volt and HV Battery Service**

State Performance / NATEF Standards	Start Date	End Date	Test Grades	Inst. Initials
01.0-03.72 / I - VII		/ /		

- ☐ A Read chapter 29 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ B See instructor for review test on chapter 29
- ☐ C View Using a Load Tester video and complete worksheet
- ☐ D Complete shop manual job 128 service a battery

**Assignment 16: Fundamentals of Electricity and Electronics**

State Performance / NATEF Standards	Start Date	End Date	Test Grades	Inst. Initials
01.0-03.72 / I - VII			/ /	

- ☐ A Read chapter 17 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ B View video on Electrical Principles and complete worksheet
- ☐ C See instructor for review test chapter 17
- ☐ D Read chapter 18 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ E See instructor for review test chapter 18
- ☐ F Read chapter 22 in textbook.  
Complete chapter questions, ASE questions, & workbook questions
- ☐ G See instructor for review test chapter 22
- ☐ H Access AC DELCO web based training and complete:
  - Electrical and Electronics Stage 1
  - Electrical and Electronics Stage 2
  - Electrical and Electronics Stage 3
- ☐ I Complete workbook job 3 using digital multi meters
- ☐ J Complete shop manual job 129 jump start a vehicle

DATE COMPLETED:
OCP- A PROGRESS / NATEF CHART COMPLETED AND ATTACHED TO OUTLINE:
STUDENT CONFERENCE DATE:
STUDENT GRADE:

## NATEF Required Supplemental Tasks Competency Checklist Automotive Services Assistor

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

### Suggested Level of Competency Ratings:

- 5** Mastered competency. Able to perform all elements of the task successfully and independently without supervision.
- 4** Satisfactory performance of task. Acceptable performance of all elements of task with mastery of some elements.
- 3** Capable of performing task adequately, but some elements need improvement.
- 2** Satisfactory performance of some elements of task and unsatisfactory performance of some elements of task.
- 1** Unsatisfactory performance of task.

### REQUIRED SUPPLEMENTAL TASKS

Task Number and Description	Level of Competency (1–5)	Additional Notes
<b>Shop and Personal Safety</b>		
1. Identify general shop safety rules and procedures.		
2. Utilize safe procedures for handling of tools and equipment.		
3. Identify and use proper placement of floor jacks and jack stands.		
4. Identify and use proper procedures for safe lift operation.		
5. Utilize proper ventilation procedures for working within the lab/shop area.		
6. Identify marked safety areas.		

## Computer Systems & Information Technology (CSIT) Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Lab Activities
- ✓ Pass Hardware Exam
- ✓ Successfully perform Software Installation and Scanning Lab
- ✓ Pass Routine Maintenance Activity #1

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
CTS0082	Computer Systems Technician
CTS0083	Computer Network Technician

### Work-based Activities – General Information:

Setting: Work-based activities are performed on campus.

Supervision: Program instructor possessing appropriate qualifications.

Activities: Diagnose and troubleshoot boot-up, hardware, software issues.

Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

Payment: Students do not receive wages/compensation for services performed.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Computer Systems and Information Technology (CSIT)</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

The instructor evaluates the following:

Course Number: CTS0082	
Occupational Completion Point: A	
<b>Computer Systems Technician – 300 Hours – SOC Code 15-1152</b>	
01.0	Demonstrate proficiency with personal computer hardware. – The student will be able to:
01.01	Categorize storage devices and backup media.
01.02	Explain motherboard components, types and features.
01.03	Classify power supplies types and characteristics.
01.04	Explain the purpose and characteristics of CPUs and their features.
01.05	Explain cooling methods and devices.
01.06	Compare and contrast memory types, characteristics and their purpose.
01.07	Distinguish between the different display devices and their characteristics.
01.08	Install and configure peripherals and input devices.
01.09	Summarize the function and types of adapter cards.
01.10	Install, configure and optimize laptop components and features.
01.11	Install and configure printers.
01.12	Explain advantages of using PCIe adapter cards.

01.13	Configure tablets and mobile phones.
01.14	Configure network printers using a static IP address.
02.0	Demonstrate proficiency in troubleshooting, repair and maintenance. – The student will be able to:
02.01	Explain the troubleshooting theory.
02.02	Explain and interpret common hardware and operating system symptoms and their causes.
02.03	Explain and interpret common operating system symptoms and their causes.
02.04	Determine the troubleshooting methods and tools for printers.
02.05	Explain and interpret common laptop issues and determine the appropriate basic troubleshooting method.
02.06	Integrate common preventative maintenance techniques.
02.07	Explain and interpret common software symptoms and their causes.
03.0	Demonstrate proficiency with operating systems and software. – The student will be able to:
03.01	Compare and contrast the different Windows Operating Systems from Windows 7 up and their features.
03.02	Explain the difference in features of the various Windows versions from Windows 7 through Windows 10.
03.03	Explain the process and steps to install and configure the Windows OS.
03.04	Explain the basics of boot sequences, methods and startup utilities, including msconfig.
04.0	Demonstrate proficiency with networking. – The student will be able to:
04.01	Summarize the basics of networking fundamentals, including technologies and devices.
04.02	Summarize the basics of networking fundamentals, including technologies and protocols.
04.03	Categorize network cables and connectors and their implementations.
04.04	Compare and contrast the different network types include SOHO networks.
05.0	Demonstrate proficiency with security. – The student will be able to:
05.01	Explain the basic principles of security concepts and technologies (physical, software, social engineering).
05.02	Summarize the following security features:
05.02.1	Wireless encryption.
05.02.2	Malicious software protection.
05.02.3	BIOS Security.
05.02.4	Password management/password complexity.
05.02.5	Locking workstation.
05.02.6	Biometrics.

06.0	Explain the basic physical security elements of a network. – The student will be able to:
06.01	Explain the basic software security elements of a network, including firewalls, IDS and IPS.
06.02	Explain how the human element plays a major role in network security, including social engineering.
07.0	Demonstrate proficiency with operational procedure. – The student will be able to:
07.01	Outline the purpose of appropriate safety and environmental procedures and given a scenario apply them.
07.02	Given a scenario, demonstrate the appropriate use of communication skills and professionalism in the workplace including chain of custody.
07.03	Explain chain of custody for various scenarios.
08.0	Demonstrate language arts knowledge and skills. – The student will be able to:
08.01	Locate, comprehend and evaluate key elements of oral and written information.
08.02	Draft, revise, and edit written documents using correct grammar, punctuation and vocabulary.
08.03	Present information formally and informally for specific purposes and audiences.
09.0	Demonstrate mathematics knowledge and skills. – The student will be able to:
09.01	Demonstrate knowledge of arithmetic operations.
09.02	Analyze and apply data and measurements to solve problems and interpret documents.
09.03	Construct charts/tables/graphs using functions and data.
10.0	Demonstrate proficiency with installing, configuring, and troubleshooting personal computer hardware. – The student will be able to:
10.01	Install, configure and maintain personal computer components.
10.02	Detect problems, troubleshoot and repair/replace personal computer components.
10.03	Install, configure, detect problems, troubleshoot and repair/replace laptop components.
10.04	Select and use the following tools:
10.04.1	Multimeter.
10.04.2	Power supply tester.
10.04.3	Specialty hardware/tools.
10.04.4	Cable testers.
10.04.5	Loop back plugs.
10.04.6	Anti-static pad and wrist strap.
10.04.7	Extension magnet.
10.04.8	Detect and resolve common printer issues.
11.0	Demonstrate proficiency with troubleshooting operating systems. – The student will be able to:
11.01	Select the appropriate commands and options to troubleshoot and resolve problems.

11.02	Differentiate between Windows Operating System directory structures (Windows 2000, XP, Vista, and Windows 7).
11.03	Given a scenario, select and use system utilities/tools and evaluate the results.
11.04	Evaluate and resolve common issues.
12.0	Demonstrate proficiency with networking. – The student will be able to:
12.01	Troubleshoot client-side connectivity issues using appropriate tools.
12.02	Install and configure a small office home office (SOHO) network.

Course Number: CTS0083

Occupational Completion Point: B

**Computer Network Technician – 150 Hours – SOC Code 15-1142**

13.0	Describe the operation of data networks. – The student will be able to:
13.01	Explain how multiple networks are used in everyday life.
13.02	Explain the topologies and devices used in a small-to-medium-sized business network.
13.03	Explain the basic characteristics of a network that supports communication in a small-to-medium-sized business.
13.04	Explain trends in networking that will affect the use of networks in small-to-medium-sized businesses.
13.05	Explain the purpose of the IOS.
13.06	Explain how to access and navigate the IOS to configure network devices.
13.07	Describe the command structure of the IOS software.
13.08	Configure hostnames on an IOS device using the CLI.
13.09	Use IOS commands to limit access to device configurations.
13.10	Use IOS commands to save the running configuration.
13.11	Explain how devices communicate across network media.
13.12	Configure a host device with an IP address.
14.0	Verify connectivity between two end devices. – The student will be able to:
14.01	Explain how rules are used to facilitate communication.
14.02	Explain the role of protocols and standards organizations in facilitating interoperability in network communications.
14.03	Explain how devices on a LAN access resources in a small to medium-sized business network.
14.04	Identify device connectivity options.
14.05	Describe the purpose and functions of the physical layer in the network.

14.06	Describe basic principles of the physical layer standards.
14.07	Identify the basic characteristics of copper cabling.
14.08	Build a UTP cable used in Ethernet networks.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on the Work Order Form. The form is submitted electronically to the instructor via Edmodo. Documentation of completed work orders is maintained by the instructor. Grades are entered into the Focus student system.

Work Order Form:**Information Technology****Work Order***Please complete and print ALL information. Each item is required.***Building Number:** Select One**Technician:****Room Number:****Supervisor:****Location in Room** *(Be specific):***Date Received:** [Click here to enter a date.](#)**Model Name/Number:****Time Started:****Serial # (Service Tag):****Date Completed:** [Click here to enter a date.](#)**Walton County Property #:****Time Completed:****Problem** *(including error message):***Tools & Instruments Used:****Reported By:****Software Utilized:****Date Reported:****\*MARK ALL THAT APPLY\***☐ Hardware Installation☐ Upgrade☐ Troubleshooting☐ Warranty Call-in☐ Multimedia☐ Routine Maintenance☐ Software Installation☐ Other**If other was marked provide a description** *(Be specific):* [Click here to enter text.](#)**Database Entry:** Select One**Warranty Status:** Select One**Delivery Information/Confirmation #:****Results****Certification Objective(s):** A+

## Technology Work Order Rubric

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Troubleshooting Task: \_\_\_\_\_ Location: \_\_\_\_\_

Reported By: \_\_\_\_\_ Customer Service Follow-up With: \_\_\_\_\_

Program Name: Computer Systems & Information Technology (CSIT)

### Evaluation Rubric

#### Troubleshooting – 50 points max

**Points:**

- 50 100% completion of troubleshooting task.
- 30 Partial completion of troubleshooting task.
- 0 Did not complete troubleshooting task.

#### Professionalism and Customer Service – 35 points max

**Points:**

- 35 Student was professional. Excellent customer service.
- 15 Improvement in customer service needed.
- 0 Student was not professional. Poor customer service.

#### Documentation – 15 points max

**Points:**

- 15 100% complete documentation
- 5 Missing 1 field on technology work order documentation or incorrect file name.
- 0 Missing more than 1 field on technology work order documentation.

Task Number and Description	Points	Comments/Notes
<b>Troubleshooting</b>		
<b>Professionalism and Customer Service</b>		
<b>Documentation</b>		

## Cosmetology Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Pass Sanitation and Sterilization exam
- ✓ Pass Grooming and Salon Services course

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
COS0002	Cosmetologist and Hairdresser 1
COS0003	Cosmetologist and Hairdresser 2
COS0009	Cosmetologist and Hairdresser 3

### Work-based Activities – General Information:

**Setting:** Work-based activities are performed on campus. All activities take place at Emerald Coast Technical College, Building 200

**Supervision:** Program instructor possessing appropriate qualifications.

**Activities:** Perform services on clients: facials, skin care, hair removal, manicure, pedicure, hair shaping, scalp treatment, hair care rinses, shampoo and rinses, hair styling, hair color, chemical services.

**Safety:** Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

**Payment:** Students do not receive wages/compensation for services performed. Payment from clients is collected at the appointment desk and entered into Focus. Payments are then applied to the program's internal account where supplies are purchased for future services.

## **Emerald Coast Technical College**

Haircuts - \$5.00	Relaxers - \$20.00+
Hair Design - \$3.00	Perms - \$25.00+
Shampoo - \$3.00	Brow Wax - \$3.00
Deep Conditioner - \$5.00	Lip Wax - \$3.00
Shampoo, Cut, & Style - \$10.00	Make-up - \$10.00
Neck, Bang, & Mustache - \$3.00	Facials - \$15.00
Flat Iron - \$7.00	Manicure - \$8.00
Semi-Permanent Color - \$15.00+	Gel Polish Manicure - \$10.00
Permanent Color - \$20.00+	French Polish Manicure - \$10.00
Special Effects & Foils - \$25.00+	Pedicure - \$14.00
Toner - \$7.00	French Polish Pedicure - \$16.00
Roller Set - \$7.00	Nail Design - TBD
Up-Do \$20.00	Braids - Varies

***"We prepare and empower today's students to meet the demands of an evolving and competitive global market"***

*Instructor Erin Miller*

*Appointments 850.892.1240 ext. 5143*

***\*We do not perform Acrylic or Gel Cured nail enhancements\****

# Emerald Coast Technical College

## Cosmetology Release Form

Statement of release: I hereby understand that supervised cosmetology students render these services for the sole purposes of practice and learning, and that by signing this form, I recognize and agree not to hold the school, its employees or the student liable for my satisfaction or the service outcome.

Client Print

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Cosmetology Grading Scale</b>			
94 - 100	A	4.0	
85 - 93	B	3.0	
77 - 84	C	2.0	
0 - 76	F*	0.0	

Objectives/Competencies/Experiences Evaluated:

The instructor evaluates the following:

Course Number: COS0002

Occupational Completion Point: A

Hairdressers, Hairstylists, and Cosmetologists – 300 Hours – SOC Code 39-5012

17.0 Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing – THE student will be able to:

17.01 Prepare the client for service.

17.02 Analyze and evaluate the hair's chemical composition and structure.

17.03 Identify different compositions of shampoos. Utilize problem-solving skills to determine the appropriate products and applications and communicate an understanding of factors that influence the choice of products to meet client's needs.

17.04 Understand the chemical reaction of the shampoo molecule on the hair and scalp and utilize proper manipulations.

17.05 Rinse shampoo thoroughly from hair and scalp. Understand the chemical reaction of shampoo with water composition, temperature and electrostatic force of each.

17.06	Identify different compositions of conditioners. Utilize problem solving skills determine the appropriate products and applications to communicate an understanding of factors that influence the choice of products to meet client's needs.
17.07	Apply treatment or conditioner according to manufacturer's directions.
17.08	Demonstrate the proper manipulation based on the scalp analysis and client consultation.
17.09	Set up and operate electrical equipment as required (high frequency currents, ultra violet or infrared rays). Have working knowledge of the effects of electricity and light as it deals with the scalp chemically and physically. Utilize problem-solving skills to determine the proper procedure to meet client's needs.
17.10	Remove conditioner or treatment, if required. Understand the chemical reaction of conditioners/treatments with the water, manufacturing recommendations, and client's needs.
18.0	Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs – the student will be able to:
18.01	Select and utilize hair cutting implements and techniques using scissors, razors, clippers, texturizing implements and utilizing universal precautions. Select proper implements, identify implement parts, and utilize implements properly by using knowledge of hair structure and condition of the hair.
18.02	Make a decision using active listening and knowledge of hair to determine desired implementation and results. Divide the head into sections according to head structure of client for desired haircut (dry/wet). Use appropriate elevation and proceed with hair cut to obtain desired results, (solid form, graduated, layered, over-directed and combinations thereof).
18.03	Edge and clean neckline using the bone structure of the head and texture of the hair to the appropriate shape and length, using the razor, clipper or scissors.
18.04	Check completed haircut for blends by analyzing the relationship between the hair remaining on the client's head to the stature of the client using the different degree of elevation of hair.
18.05	Decontaminate, and maintain cutting implements using appropriately mixed chemicals (EPA approved and hospital grade) and following the manufacturer's directions and the procedure for decontamination of tools per 61G5-22.005, F.A.C.

Course Number: COS0003

Occupational Completion Point: A

Hairdressers, Hairstylists, and Cosmetologists – 375 Hours – SOC Code 39-5012

19.0 Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing hairstyles on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to

meet individual client needs – the student will be able to:	
19.01	Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs by demonstration of knowledge of planes, angles, anatomy and law of color.
19.02	Perform “wet set” using principles of design (i.e. hair sculpturing, rollers and finger waves).
19.03	Set up equipment and perform thermal styling using electric rollers, blow dryers, flat irons, curling irons, crimping irons, pressing combing, using principles of design.
19.04	Demonstrate the principles of styling the client's hair utilizing knowledge of anatomy, angles and planes in "combing-out" various hairstyles.
19.05	Demonstrate knowledge of braiding natural hair techniques by utilizing knowledge of anatomy and mathematics.
19.06	Demonstrate ability in styling individual hairpieces by utilizing knowledge of chemistry, angles, planes.
19.07	Demonstrate ability to create hairstyles by incorporating, attaching and blending hairpieces into the desired hairstyle.
20.0	Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs – the student will be able to:
20.01	Determine and identify the geometric shapes of artificial hair, including wigs and hairpieces. Calculate the relationships of color theory and its chemical make-up necessary to achieve the desired result.
20.02	Measure client's head form as it relates to the similarity and proportionality of the individual wig or hairpiece.
20.03	Cleanse and cut artificial hair utilizing chemical theory and practical application necessary to achieve the desired result.
20.04	Secure and intertwine artificial hair to the scalp or hair using chemical bonding compound or by interlocking with a needle or hook to achieve the desired style.

Course Number: COS0009

Occupational Completion Point: A

Hairdressers, Hairstylists, and Cosmetologists – 300 Hours – SOC Code 39-5012

21.0	Identify and perform permanent waving, reconstructed curl and chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals – THE student will be able to:
21.01	Analyze scalp and hair for skin or hair disease or disorders to avoid adverse reaction and determine that proper chemical for the client.
21.02	Select appropriate solution and strength, by measuring and mixing, according to hair texture and desired results.

21.03	Demonstrate knowledge of chemical and physical changes.
21.04	Demonstrate knowledge of possible adverse chemical reactions to the skin. Apply a protective barrier cream to avoid client injury.
21.05	Apply the proper chemicals required for a rearranger or chemical relaxer to achieve desired result.
21.06	Demonstrate knowledge of the chemical reaction of chemical relaxer or reconstructive curl to determine the necessary processing time.
21.07	Read, analyze and perform rinsing or shampooing as per manufacturer's instructions to avoid adverse chemical reactions.
21.08	Demonstrate knowledge of the proper selection of rods and wrapping techniques to achieve desired results.
21.09	Demonstrate the ability to apply the processing solution for the appropriate time and perform test curl.
21.10	Demonstrate the ability to rinse, blot, shampoo, and/or neutralize all chemical solutions.
21.11	Demonstrate the ability to remove rods and apply knowledge of chemicals to condition, normalize and style hair to the desired result and to record the results.
21.12	Demonstrate chemical knowledge and application of leave-in treatments and record the results.
22.0	Identify and apply temporary, semi-permanent, permanent color, bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin. Identify, measure, and predict chemical reactions. Demonstrate proper procedure and application of chemicals – the student will be able to:
22.01	Perform an FDA mandated patch test (predisposition, skin, and allergy test), to determine client sensitivity to product. Decide whether to apply patch test and use appropriate application procedure. Mix chemicals following manufacturer's directions.
22.02	Demonstrate the practice of effective draping of the client to insure safety in the workplace and community. Use active listening to communicate with the client an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
22.03	Describe, observe, identify and analyze the functions, structures, diseases and disorders of the scalp and hair.
22.04	Analyze the hair's texture, density, elasticity, porosity and condition to determine the appropriate solutions needed to perform the service and obtain the desired results. Select and assemble all needed materials after analysis.
22.05	Divide the hair into appropriate sections to visualize the scalp for proper application of product.
22.06	Mix, if required, and apply appropriate color, toner, and/or bleach according to manufacturer's directions. Use proper safety equipment to safeguard the student, operator, and client.
22.07	Perform a strand test to determine desired color using proper procedures. Follow all safety and sanitation procedures.
22.08	Identify and perform specialty-coloring techniques using the knowledge of

	ratios and proportions to analyze the density and texture of the client's hair and determine the techniques needed to properly section and apply product.
22.09	Choose the appropriate shampoo to cleanse the hair using knowledge of shampoo chemistry before or after applying color according to manufacturer's instructions. Remove unwanted color stains on the skin if needed using appropriate products and complete the client consultation card.
22.10	Analyze the hair to determine if a conditioner or normalizing conditioner is needed either before or after shampooing using the knowledge of the chemistry of conditioners. Follow manufacturer's directions. Complete the client consultation card.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Instructor tracks services performed by students on a daily basis. Documentation of services performed is maintained by the instructor. Grades are entered into the Focus student system.

Services Form:

	Facials, skin care, hair removal (10)	Mani/Pedi (20)extension Services (20)	Hair Shaping (75)	Scalp Treatment, Hair care rinses(45)	Shampoos and rinses (50)	Hair arrangements Styling (300)	Hair Color (45)	Chemical Services (65)
1								
2								
3								
4								
5								
6								
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28								
29								
30								
31								
	Total							
	Total							

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**✓ PRACTICAL GRADING SHEET – DRAPING FOR A BASIC SHAMPOOING AND CONDITIONING**

Directions: Students will prepare for and perform the Draping for a Basic Shampooing and Conditioning Procedure, ensuring they have procured all of the needed tools, implements, and equipment, and have prepared themselves and the client in the proper manner.

Note: Timing for completion of procedure will vary, and should be equal to the time allowed for this procedure on the state board's practical exam or in the real world setting.

**Procedure 15-4**

YES	NO	STEPS
		Made sure client was comfortable.
		Turned client collar to the inside of their shirt, if needed.
		Placed a terry cloth towel, folded lengthwise and diagonally, across the client's shoulders and crossed the ends under the client's chin.
		Placed a shampoo cape over the towel and fastened in the back securely, making sure it did not touch the client's skin.
		Placed another terry cloth towel over the cape and secured it in the front.
		Proceeded with the shampoo procedure.
		Once the shampoo was completed, escorted client back to work station.
		Made client comfortable and, using towel two of the original draping, completely towel dried the hair.
		Once towel dried, pinned long hair up and out of the way.
		Replaced the shampoo cape and towel one.
		Disposed of towels one and two properly.
		Secured a neck strip around the client's neck.
		Placed and fastened a cutting or styling cape over the neck strip.
		Proceeded with the scheduled service.
		FINAL SCORE (total number of yes's divided by 14) (93-100 = A, 85-92 = B, 75-84 = C, 70-74 = D, Below 70 = Failing)

Comments:

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STUDENT SIGNATURE \_\_\_\_\_

Wash State Board of Cosmetology and Barbership Rules and Regulations, and current state board rules and regulations for all cosmetology and barbering practices, procedures, and techniques.

## Electricity Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Module
- ✓ Pass module exams associated with the previous course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
BCV0603	Electrician Helper
BCV0640	Residential Electrician
BCV0652	Commercial Electrician

### Work-based Activities – General Information:

Setting: Work-based activities are performed on campus.

Supervision: Program instructor possessing appropriate qualifications.

Activities: Electrical wiring tasks

Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

Payment: Students do not receive wages/compensation for services performed.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

Electricity			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

Course Number: BCV0603

Occupational Completion Point: A

Electrician Helper – 300 Hours – SOC Code 47-3013

01.0 Explain the importance of health, safety, environmental stewardship and related regulatory compliance--The student will be able to:

01.01 Clean the work area and maintain it in a safe condition.

01.02 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.

01.03 Identify and operate workplace-safety electrical devices.

01.04 Identify health-related problems that may result from exposure to work-related chemicals and hazardous materials, and know the proper precautions required for handling such materials.

01.05 Explain emergency procedures to follow in response to workplace accidents.

02.0 Identify, use and maintain the tools and accessories used in the electrical industry--The student will be able to:

02.01 Identify and select tools, equipment, materials and wires to complete a job.

02.02 Drill holes in metal, wood and concrete for electrical wiring.

02.03 Lay out electrical devices, complying with regulations.

02.04 Install the following, complying with the appropriate local, state or national electric codes:  
a. Conductors and cable

	<ul style="list-style-type: none"> <li>b. Standard outlets and switch boxes</li> <li>c. Explain cord connections on equipment.</li> <li>d. Cords switches, receptacles and dimmers, including a single-pole switched lighting circuit, a three-way switched lighting circuit and a four-way combination circuit.</li> </ul>
03.0	Demonstrate an understanding of basic Direct-Current (DC) electrical-circuit skills--The student will be able to:
03.01	Define the following terms: voltage, current, resistance and power.
03.02	Measure voltage, amperage and resistance using industry standard electrical measuring devices.
03.03	Analyze and explain a series, series-parallel and parallel circuit.
03.04	Draw each type of circuit and calculate the circuit values.
03.05	Explain and apply Ohm's Law.
03.06	Compute conductance and resistance of conductors and insulators.
05.0	Demonstrate an understanding of basic electricity--The student will be able to:
05.01	Explain the principles of electromagnetism.
05.02	Explain the magnetic properties of circuits and devices.
05.03	Relate electricity to the nature of matter.
05.04	Describe various ways that electricity is produced.
06.0	Read and interpret basic electric codes--The student will be able to:
06.01	Describe the importance of following the local, state and national electric codes.
06.02	Read and interpret basic electric codes, wiring plans and specifications.

Course Number: BCV0640

Occupational Completion Point: B

Residential Electrician – 450 Hours -- SOC Code 47-2111

10.0	Demonstrate proficiency in electrical math problems and skills--The student will be able to:
10.01	Calculate wiring costs.
10.02	Draw an industrial electrical-wiring plan.
10.03	Describe the use of high-voltage test equipment.
10.04	Describe how to test insulation.
10.05	Describe how to balance a load.
10.06	Use electrical related math skills.
11.0	Demonstrate Alternating-Current (AC) circuit skills--The student will be able to:

11.01	Identify the physical and electrical characteristics of capacitors and inductors.
11.02	Demonstrate proficiency in measuring, testing and connecting a transformer.
11.03	Apply the principles of transformers to AC circuits.
11.04	Identify the properties of an AC signal.
11.05	Identify AC sources.
11.06	Analyze and apply the principles of transformers to AC circuits.
11.07	Analyze polyphase circuits.
11.08	Install a simple polyphase circuit.
13.0	Install residential wiring--The student will be able to:
13.1	Identify residential-wiring requirements and specifications in accordance with a wiring plan.
13.2	Draw a residential wiring plan, using electrical-wiring symbols.
13.3	Identify and install a recessed lighting fixture, a fluorescent lighting fixture and a surface lighting fixture according to the specifications, complying with the appropriate local, state or national electric codes.
13.4	Identify, install and wire a duplex- receptacle-outlet circuit, a split-circuit duplex-receptacle-outlet circuit and a special-purpose receptacle-outlet circuit according to the specifications, complying with the appropriate local, state or national electric codes.
14.0	Install residential wiring systems--The student will be able to:
14.1	Install and wire a low-voltage signal system.
14.2	Install conduit systems.
14.3	Provide power for heating, ventilation and air-conditioning equipment.
14.4	Install the following, complying with the appropriate local, state, or national electric codes:
14.4.1	Service-entrance main panel
14.4.2	Service-entrance meter base
14.4.3	Alarm system/smoke detectors
14.5	Demonstrate knowledge of the requirements for the installation of a swimming-pool electrical system.
14.6	Connect single-phase and three-phase transformers.
14.7	Troubleshoot residential electric circuits.

Course Number: BCV0652

Occupational Completion Point: C

Commercial Electrician – 450 Hours -- SOC Code 47-2111

12.0	Demonstrate proficiency in commercial wiring--The student will be able to:
12.01	Read and interpret a commercial wiring plan and specifications.

12.02	Draw a commercial electrical-wiring plan.
12.03	Select tools, equipment, materials and wires to complete a job.
12.04	Install the following according to the plan and specifications, complying with appropriate electric codes: <ul style="list-style-type: none"> <li>a. Wire mold</li> <li>b. Conduit, duct and raceway systems</li> <li>c. Conductors in a conduit</li> </ul>
12.05	Describe the difference between a residential and a commercial lighting circuit.
12.06	Construct control circuits from schematics.
12.07	Describe high-voltage (over 600V) wiring requirements.
12.08	Demonstrate knowledge of installing wiring in hazardous areas.
12.09	Explain a commercial three-phase receptacle circuit and an emergency-lighting system.
12.10	Explain commercial-service-entrance requirements.
13.0	Demonstrate specialized electrical skills--The student will be able to:
13.01	Explain solid-state control devices.
13.02	Explain data cable installation according to the plan and specifications.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on services forms specific to the task. Documentation of completed services is maintained by the instructor. Grades are entered into the Focus student system.

Work Based Learning Experience

Offsite learning opportunities are available; however, the Work Based Learning requirements must be met. The Work Based Learning Form will be completed and signed when performing all offsite projects.



## Emerald Coast Technical College

Date: 2/22/2022

### Work Based Learning Form

Work Based Learning Experience

<b>Student's Participating</b>		

<b>School</b>	Emerald Coast Technical College, Main Campus			
<b>Address:</b>	761 N. 20th Street	<b>City:</b>	Defuniak Springs	
<b>Phone Number:</b>	850-892-1241	<b>State:</b>	FL	<b>Zip:</b> 32433

<b>Program Area:</b>			
<b>Instructor Name:</b>			
<b>Customer Name:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>E-Mail:</b>	
<b>City:</b>		<b>State:</b>	FL
<small>Work Schedule (Days &amp; Hours):</small>		<b>Zip:</b>	
		<b>Hours Per Week:</b>	
		<b>Start and End Dates:</b>	
<b>Estimated cost of project</b>	\$		

**According to the WBL type, the student will observe, be trained and/or and complete the following tasks:**

1:	
2:	
3:	
4:	
5:	

**Work Based Learning Form**

Page 2 of 2

Project Name

School Year:

2021-2022

**THE STUDENT AGREES TO:**

- Be courteous and considerate of the employer, co-workers and others.
- Keep the employer's interest in mind and to be punctual, dependable and loyal.
- Notify the employer and the coordinator as soon as possible if unable to go to work and/or school.
- Keep such records of work experience and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines.
- Conform to the policies and regulations of the employer and the school.
- Maintain a satisfactory performance level on-the-job.
- Abide by the Training Plan Agreement developed by the teacher, coordinator and employer.

**THE INSTRUCTOR, ON BEHALF OF THE SCHOOL, AGREES TO:**

- Prepare a work-based learning Plan for the students prior to beginning the project.
- Revise the Training Plan Agreement as needed to improve the student's work experience.
- Prior to the work-based learning experience, prepare the student to be successful by reviewing expectations.
- Monitor all students performing specified tasks.

**THE CUSTOMER AGREES TO:**

- Provide a clean and safe workplace for students to work.
- Provide all material for the trainees to perform the tasks required to meet the NEC and local code requirements.
- Provide a drug free work environment.
- Refrain from using profanity and any language that could be interpreted as unprofessional.
- Explain in writing (email, drawings, text or on paper) exactly what work is to be accomplished.

**PROTECTION AND SAFETY OF STUDENTS**

- Students will be provided all required safety equipment (PPE) specific to the tasks the students will be performing.
- Staff will ensure that safety briefs are given prior to starting any work, safety briefs will be relevant to the tasks being performed.
- No student will perform work that they have not previously been trained at doing, students may shadow the instructor or other experienced trainees.

No work performed by the student during the scheduled class schedule will receive any type of monetary compensation for work-based learning at/for this project.

**Work Time & Hours**

All WBL training will be conducted during the students scheduled class time.

*Walton County School District, Emerald Coast Technical College staff, students and administration accepts no responsibility for damages, delay in schedule or accepts any binding contracts. Emerald Coast Technical College has the right to accept or decline any work based on the current skill level of the students. Staff will not pull any permits for any projects that would commit the staff member to any project. Emerald Coast Technical College will pay for any material for any work being performed, staff will not receive any compensation for any work performed during class time, performed by students for any reason. All donations will be made to Emerald Coast Technical College attention to the program designated.*

Customer Signature: \_\_\_\_\_ 2 \_\_\_\_\_ Date: \_\_\_\_\_

Sample Electricity Form:

<b>Craft: Electrical</b> <b>Module Number: 26209-14</b> <b>Module Title: Grounding and Bonding</b>	
--	---

TRAINEE NAME: \_\_\_\_\_

TRAINEE : \_\_\_\_\_ NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Training Report Form 200, and submit the results to the Training Program Sponsor

**Certified Plus Credentials:** Trainees who successfully complete these performance tasks may be eligible for a Certified Plus Credential. Refer to the Note on Performance Testing of this Performance Profile for eligibility requirements, or contact NCCER for more information.

Objective	TASK	RATING
3, 6	1. Using the proper fittings, connect one end of a No. 4 AWG bare copper grounding wire to a length of ¾" galvanized water pipe and the other end to the correct terminal in a main panelboard.	

**PERFORMANCE PROFILE SHEET****NCCER TRAINING****Craft:** Electrical**Module Number:** 26108-14**Module Title:** Raceways and Fittings**TRAINEE NAME:** \_\_\_\_\_**TRAINEE SOCIAL SECURITY NUMBER:** \_\_\_\_\_**CLASS:** \_\_\_\_\_**TRAINING PROGRAM SPONSOR:** \_\_\_\_\_**INSTRUCTOR:** \_\_\_\_\_

**Rating Levels:** (1) Passed; performed task (2) Failed; did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Training Report Form 200, and submit the results to the Training Program Sponsor

**Certified Plus Credentials:** Trainees who successfully complete these performance tasks may be eligible for a Certified Plus Credential. Refer to the Note on Performance Testing of this Performance Profile for eligibility requirements, or contact NCCER for more information.

Objective	TASK	RATING
1	1. Identify and select various types and sizes of raceways, fittings, and fasteners for a given application.	
4	2. Demonstrate how to install a flexible raceway system.	
5	3. Terminate a selected raceway system.	
6	4. Identify the appropriate conduit body for a given application.	

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## Grading Scale

		Total Number of Problems / Questions																													
		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Number Correct	1	33	25	20	17	14	13	11	10	9	8	8	7	7	6	6	5	5	5	5	4	4	4	4	4	4	3	3	3		
	2	67	50	40	33	29	25	22	20	18	17	15	14	13	13	12	11	11	10	10	9	9	8	8	8	7	7	7	7		
	3	100	75	60	50	43	38	33	30	27	25	23	21	20	19	18	17	16	15	14	14	13	13	12	12	11	11	10	10		
	4		100	80	67	57	50	44	40	36	33	31	29	27	25	24	22	21	20	19	18	17	17	16	15	15	14	14	13		
	5			100	83	71	63	56	50	45	42	38	36	33	31	29	28	26	25	24	23	22	21	20	19	19	18	17	17		
	6				100	86	75	67	60	55	50	46	43	40	38	35	33	32	30	29	27	26	25	24	23	22	21	21	20		
	7					100	88	78	70	64	58	54	50	47	44	41	39	37	35	33	32	30	29	28	27	26	25	24	23		
	8						100	89	80	73	67	62	57	53	50	47	44	42	40	38	36	35	33	32	31	30	29	28	27		
	9							100	90	82	75	69	64	60	56	53	50	47	45	43	41	39	38	36	35	33	32	31	30		
	10								100	91	83	77	71	67	63	59	56	53	50	48	45	43	42	40	38	37	36	34	33		
	11									100	92	85	79	73	69	65	61	58	55	52	50	48	46	44	42	41	39	38	37		
	12										100	92	86	80	75	71	67	63	60	57	55	52	50	48	46	44	43	41	40		
	13											100	93	87	81	76	72	68	65	62	59	57	54	52	50	48	46	45	43		
	14												100	93	88	82	78	74	70	67	64	61	58	55	54	52	50	48	47		
	15													100	94	88	83	79	75	71	68	65	63	60	58	56	54	52	50		
	16														100	94	89	84	80	76	73	70	67	64	62	59	57	55	53		
	17															100	94	89	85	81	77	74	71	68	65	63	61	59	57		
	18																100	95	90	86	82	78	75	72	69	67	64	62	60		
	19																	100	95	90	86	83	79	76	73	70	68	66	63		
	20																		100	95	91	87	83	80	77	74	71	69	67		
	21																			100	95	91	88	84	81	78	75	72	70		
	22																				100	96	92	88	85	81	79	76	73		
	23																					100	96	92	88	85	82	79	77		
	24																						100	96	92	89	86	83	80		
	25																							100	96	93	89	86	83		
	26																								100	96	93	90	87		
	27																									100	96	93	90		
	28																										100	97	93		
	29																											100	97		
	30																												100		

## Network Support Services Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Lab Activities
- ✓ Pass Network Technology Associate Exam
- ✓ Successfully perform Wireless Configuration Lab
- ✓ Successfully complete Network Adapter Installation Lab

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
EEV0504	Computer Support Assistant
CTS0022	Network Support Help Desk Assistant
CTS0023	Network Support Administrator

### Work-based Activities – General Information:

- Setting: Work-based activities are performed on campus.
- Supervision: Program instructor possessing appropriate qualifications.
- Activities: Diagnose and troubleshoot network-related issues.
- Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.
- Payment: Students do not receive wages/compensation for services performed.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

Network Support Services			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

Course Number: EEV0504	
Occupational Completion Point: B	
Computer Support Assistant – 150 Hours – SOC Code 15-1151	
15.0	Identify, install, configure, and upgrade desktop and server computer modules and peripherals, following established basic procedures for system assembly and disassembly of field replaceable modules. – The student will be able to:
15.01	Troubleshoot, install and upgrade computers and peripherals.
15.02	Perform system hardware setup Demonstrate an understanding of input/output devices.
15.03	Installation and configuration of applications software, hardware, and device drivers.
15.04	Install operating system software.
15.05	Customize operating systems.
15.06	Install application software.
15.07	Perform storage formatting and preparation activities.
15.08	Install and Configure RAID.
16.0	Diagnose and troubleshoot common module problems and system malfunctions of computer software, hardware, peripherals, and other office equipment. – The student will be able to:
16.01	Troubleshoot a personal computer system.
16.02	Identify configuration problems.

16.03	Identify software problems.
16.04	Identify hardware malfunctions.
16.05	Identify network malfunctions.
16.06	Resolve computer error messages.
16.07	Understand and troubleshoot memory and cache systems.
16.08	Verify that drives are the appropriate type.
17.0	Identify issues, procedures and devices for protection within the computing environment, including people, hardware and the surrounding workspace. – The student will be able to:
17.01	Apply basic rules for hardware safety.
17.02	Demonstrate proficiency in basic preventative hardware maintenance.
17.03	Special disposal procedures that comply with environmental guidelines for batteries, CRTs, toner kits/cartridges, chemical solvents and cans, and MSDS.
17.04	Apply ergonomic principles applicable to the configuration of computer workstations.
17.05	Implement and manage printing on a network.
18.0	Identify and describe basic network concepts and terminology, ability to determine whether a computer is networked, knowledge of procedures for swapping and configuring network interface cards, and knowledge of the ramifications of repairs when a computer is networked. – The student will be able to:
18.01	Configure network and verify network connectivity.
18.02	Utilize network management infrastructures (e.g., network monitoring, alerting, security) to perform administrative tasks.
18.03	Identify common backup strategies and procedures.
18.04	Select and use appropriate electronic communications software and hardware for specific tasks.
18.05	Diagnose and resolve electronic communications operational problems.
18.06	Install services tools (SNMP, backup software).
18.07	Perform full backup and verify backup.
18.08	Identify bottlenecks (e.g., processor, bus transfer, I/O, disk I/O, network I/O, memory).

**Course Number: CTS0022****Occupational Completion Point: C****Network Support Help Desk Assistant – 150 Hours – SOC Code 15-1142**

26.0	Perform end user support and assistance by troubleshooting and diagnosing through telephone, email, remote access, or direct contact. – The student will be able to:
26.01	Apply first response assistance for minor repair work.
27.0	Understand, describe, and explain internet connections. – The student will be able to:
27.01	Understand the physical connectivity necessary for a computer to connect to the Internet.
27.02	Recognize the primary components of a computer.
27.03	Install and troubleshoot network interface cards and/or modems.
27.04	Use basic testing procedures to test the Internet connection.
27.05	Demonstrate a basic understanding of the use of Web browsers and plug-ins.

**Course Number: CTS0023****Occupational Completion Point: D****Network Support Administrator – 150 Hours – SOC Code 15-1142**

52.0	Participate in work-based learning experiences. – The student will be able to:
52.01	Participate in work-based learning experiences in a network support services environment.
52.02	Discuss the use of technology in a network support services environment.
53.0	Provide network support and assistance by troubleshooting and diagnosing through direct contact remote access. – The student will be able to:
53.01	Apply appropriate diagnostic techniques to solve network problems.
53.02	Perform local network support using various troubleshooting and diagnostic techniques.
53.03	Perform remote network support using various remote access methods.
54.0	Develop electronic communications skills. – The student will be able to:
54.01	Exhibit proficiency in using Internet services.
54.02	Exhibit proficiency in downloading and uploading Internet information.
54.03	Perform web-based research to solve specific network problems.
55.0	Perform logical and physical network design activities. – The student will be able to:
55.01	Describe the various LAN communication problems.

**Partner Agreements:**

The program does not have any partner agreements or on-site employers.

**Documentation:**

Instructor tracks services performed by students on a daily basis. Students document services performed on the Work Order Form. The form is submitted electronically to

the instructor via Edmodo. Documentation of completed work orders is maintained by the instructor. Grades are entered into the Focus student system.

### Work Order Form:

<h2 style="margin: 0;">Information Technology</h2> <h3 style="margin: 0;">Work Order</h3>	
<i>Please complete and print <u>ALL</u> information. Each item is required.</i>	
<b>Building Number:</b> Select One <b>Room Number:</b> <b>Location in Room</b> <i>(Be specific):</i> <b>Model Name/Number:</b> <b>Serial # (Service Tag):</b> <b>Walton County Property #:</b> <b>Problem</b> <i>(including error message):</i> <b>Reported By:</b> <b>Date Reported:</b> <b>*MARK ALL THAT APPLY*</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Hardware Installation  <input type="checkbox"/> Troubleshooting  <input type="checkbox"/> Multimedia  <input type="checkbox"/> Software Installation         </div> <div style="width: 45%;"> <input type="checkbox"/> Upgrade  <input type="checkbox"/> Warranty Call-in  <input type="checkbox"/> Routine Maintenance  <input type="checkbox"/> Other         </div> </div>	<b>Technician:</b> <b>Supervisor:</b> <b>Date Received:</b> <a href="#">Click here to enter a date.</a> <b>Time Started:</b> <b>Date Completed:</b> <a href="#">Click here to enter a date.</a> <b>Time Completed:</b> <b>Tools &amp; Instruments Used:</b> <b>Software Utilized:</b>
<b>If other was marked provide a description</b> <i>(Be specific):</i> <a href="#">Click here to enter text.</a>	
<b>Database Entry:</b> Select One	<b>Warranty Status:</b> Select One
<b>Delivery Information/Confirmation #:</b>	
<b>Results</b>	
<b>Certification Objective(s):</b> A+	

## Technology Work Order Rubric

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Troubleshooting Task: \_\_\_\_\_ Location: \_\_\_\_\_

Reported By: \_\_\_\_\_ Customer Service Follow-up With: \_\_\_\_\_

Program Name: Network Support Services

### *Evaluation Rubric*

#### **Troubleshooting – 50 points max**

**Points:**

- 50 100% completion of troubleshooting task.
- 30 Partial completion of troubleshooting task.
- 0 Did not complete troubleshooting task.

#### **Professionalism and Customer Service – 35 points max**

**Points:**

- 35 Student was professional. Excellent customer service.
- 15 Improvement in customer service needed.
- 0 Student was not professional. Poor customer service.

#### **Documentation – 15 points max**

**Points:**

- 15 100% complete documentation
- 5 Missing 1 field on technology work order documentation or incorrect file name.
- 0 Missing more than 1 field on technology work order documentation.

Task Number and Description	Points	Comments/Notes
<b>Troubleshooting</b>		
<b>Professionalism and Customer Service</b>		
<b>Documentation</b>		

## Patient Care Technician Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Training
- ✓ Complete Clinical Simulation Labs

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
HSC0003	Basic Healthcare Worker
HCP0121	Nurse Aide and Orderly (Articulated)
HCP0332	Advanced Home Health Aide
HCP0020	Patient Care Assistant
HSC0016	Allied Health Assistant
MEA0580	Advanced Allied Health Assistant
PRN0094	Patient Care Technician

### Work-based Activities – General Information:

- Setting: Work-based activities are performed at facilities with which formal agreements have been approved
- Supervision: Program instructor possessing appropriate qualifications.
- Activities: Clinical rounds
- Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

### Evaluation and Grading:

The instructor evaluates skills performed by the student. The instructor enters student grades for skills performed onto the clinical evaluation sheet.

Patient Care Technician		
Grading Scale		
94 - 100	A	4.0
85 - 93	B	3.0
77 - 84	C	2.0
0 - 76	F*	0.0

**ECTC Patient Care Technician Clinical Evaluation**

Student's Name: \_\_\_\_\_ Facility: \_\_\_\_\_ Instructor: \_\_\_\_\_

Clinical Date: \_\_\_\_\_ Hall/Station: \_\_\_\_\_

- 
- \_\_\_\_\_ 1. On time/present (uniform ironed/neat)
  - \_\_\_\_\_ 2. Following dress code (nametag on, nails trimmed, no jewelry except plain band)
  - \_\_\_\_\_ 3. Prepared with all required supplies (black pen, watch, stethoscope, penlight, scissors)
  - \_\_\_\_\_ 4. Handwashing
  - \_\_\_\_\_ 5. Follows Standard Precautions
  - \_\_\_\_\_ 6. Clean Gloves
  - \_\_\_\_\_ 7. Provides Personal Patient Care
    - Assist with bathing/shaving
    - Give shampoo
    - Groom hair
    - Provide skin care
    - Assist with oral hygiene
    - Assist patient to dress
    - Give denture care PRN
    - Assist patient with meals
    - Assist patient with elimination
  - \_\_\_\_\_ 8. Reporting before breaks and meals
  - \_\_\_\_\_ 9. Seeks out instructor for supervision
  - \_\_\_\_\_ 10. Maintains confidentiality
  - \_\_\_\_\_ 11. Maintains patient's privacy
  - \_\_\_\_\_ 12. Maintain's patient's environment
  - \_\_\_\_\_ 13. Vital Signs
  - \_\_\_\_\_ 14. Data Collection
- 

**DATE:** \_\_\_\_\_**PASS/FAIL:** \_\_\_\_\_**Instructor's Comments**


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**Instructor's Signature**


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**Student's Comments**


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**Student's Signature**


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Objectives/Competencies/Experiences Evaluated:

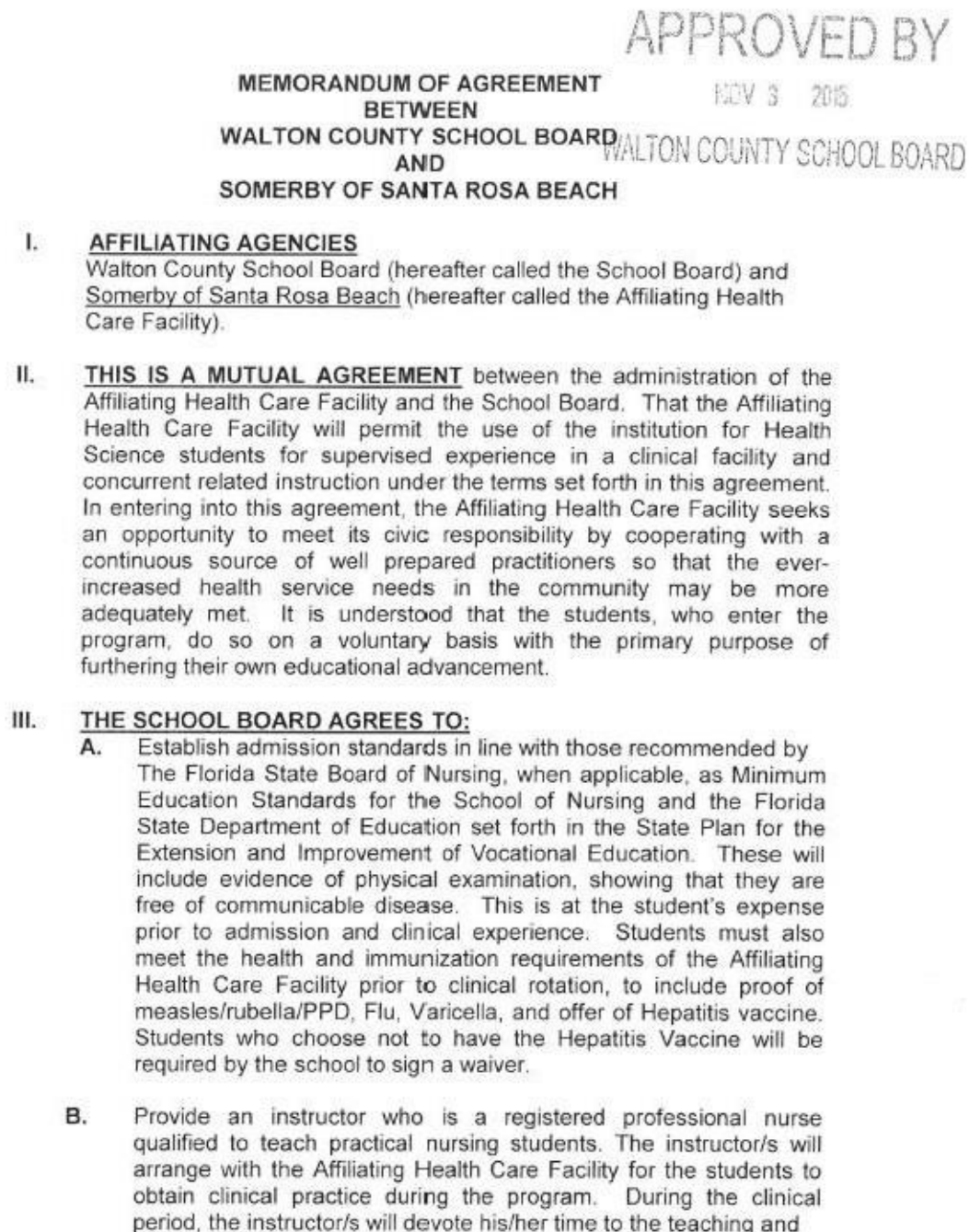
- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Use verbal and written communications specific to the nursing assistant.
- 13.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 14.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 15.0 Provide personal patient care.
- 16.0 Perform patient care procedures.
- 17.0 Apply principles of nutrition.
- 18.0 Provide care for geriatric patients.
- 19.0 Apply the principles of infection control specific to the nursing assistant.
- 20.0 Provide biological, psychological, and social support.
- 21.0 Perform supervised organizational functions, following the patient plan of care.
- 22.0 Assist with restorative (rehabilitative) activities.
- 23.0 Perform skills related to the hospital setting (optional)
- 24.0 Use verbal and written communications specific to home health aide.
- 25.0 Demonstrate legal and ethical responsibilities specific to home health aide.
- 26.0 Perform physical comfort and safety functions specific to home health aide.
- 27.0 Apply principles of nutrition specific to home health aide.
- 28.0 Apply the principles of infection control specific to home health aide.
- 29.0 Perform home health-care services.
- 30.0 Perform nursing assistant skills related to the hospital setting.
- 31.0 Provide nursing assistant care for the adult patient.
- 32.0 Perform skills representative of 1-3 major allied health areas as determined by local demand.
- 33.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 34.0 Perform additional skills from the previous module which are in the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.
- 35.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 36.0 Demonstrate knowledge of organizational and effective team member skills.
- 37.0 Practice organizational and effective team member skills in a clinical setting.

Documentation:

Instructor tracks skills performed by students on a daily basis. Documentation is maintained by the instructor. Grades are entered into the Focus student system.

Written partner agreements with Somerby of Santa Rosa Beach, Chautauqua Rehabilitation and Nursing Center, Stanley House Assisted Living, Grand Boulevard Health and Rehabilitation Center, and Healthmark Regional Medical Center.

**Partner Agreement with Somerby of Santa Rosa Beach**



**MEMORANDUM OF AGREEMENT (CONTINUED)****PAGE 2**

supervision of the students in the Affiliating Health Care Facility. His/Her responsibility will include the following:

- 1) To give close supervision, guidance and counseling to the Health Science students.
- 2) To establish student patient load assignments on each service in cooperation with the Nursing Administration; the determination in each instance to be made in keeping with the best interests of patient care, the students' needs for the learning experience, and the scope of occupation.
- 3) To maintain individual records of class and clinical instruction, evaluation of student competency, health and attendance.
- 4) To provide the Affiliating Health Care Facility with written notification of the date and the number of students expected.
- 5) Students will purchase liability insurance in the amount of no less than \$1,000,000 per claim.

**IV. THE AFFILIATING HEALTH CARE FACILITY AGREES TO:**

- A. Provide clinical experience for each student in accordance with the current Florida Board of Nursing standards for nursing programs.
- B. Provide suitable space for student/instructor conferences in the Affiliating Health Care Facility.
- C. Observe the following Student Personnel Policies:
  - 1) Students to be regularly scheduled in cooperation with other local nursing programs.
  - 2) Students may be assigned at the discretion of the instructor during the clinical experience period. However, no students may be assigned to any experience without notification by the instructor to the appropriate department manager, who may in his/her discretion, refuse such assignment.
  - 3) Students are to be allowed the same holidays during the year as provided by the School Board Calendar, and are to take them at the time the holiday occurs.
  - 4) Students will be required to wear uniforms adopted by the program, whenever on duty in the Affiliating Health Care Facility.
- D. Permit the instructor free access to the Affiliating Health Care Facility units for the purpose of supervising the training program.

**MEMORANDUM OF AGREEMENT (CONTINUED)****PAGE 3**

- E. Permit students to have supervised experience in all competencies taught in the program as appropriate at the Affiliating Health Care Facility.
- F. Include a member of the faculty of the program in Affiliating Health Care Facility staff meetings when policies are to be discussed which will affect or are related to the Health Science Program.

**V. WITHDRAWAL OF STUDENT**

The Affiliating Health Care Facility may require the program to withdraw any student from the Facility whose work or conduct, in its opinion, may have detrimental effect on patients or personnel, and /or reserves the right not to accept a student who has previously been dismissed by said Affiliating Health Care Facility for the reasons which would make acceptance as an affiliate inadvisable. Final action on the student is the responsibility of the Health Science Program.

**VI. TERMINATION OF AGREEMENT**

Either party may terminate this agreement without cause upon giving at least ninety (90) days notice to the other party, provided the students enrolled in the present class shall be given an opportunity to complete the program.

**VII. MODIFICATION OF THE AGREEMENT**

Modification of the agreement shall be made only by mutual consent of both parties. A memorandum noting the modifications, shall be attached to this agreement and shall include the date and signatures of parties agreeing.

**II. RENEWAL OF THE AGREEMENT**

This agreement shall be for one year commencing on the date signed and will thereafter automatically renew for one year successive terms, unless terminated sooner by either party in accordance with this Agreement.

**IX. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

The Health Science students and faculty agree to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and protect the security and privacy of all client health information including oral, written, and electronic public health information.

**MEMORANDUM OF AGREEMENT (CONTINUED)****PAGE 4****X. COPIES OF THE AGREEMENT**

Signed copies of this agreement shall be placed on file and be available to the following:

- 1) The State Department of Education
- 2) The Florida Board of Nursing
- 3) The Administrator of the Affiliating Health Care Facility
- 4) The Director of Nursing of the Affiliating Health Care Facility
- 5) The Walton County School Board
- 6) The Walton County Superintendent of Schools.
- 7) The Director of Emerald Coast Technical College
- 8) The Health Science Faculty of the School.

**XI. INDEMNIFICATION/HOLD HARMLESS**

The Affiliating Health Care Facility shall be liable and agrees to be liable and shall indemnify, defend and hold the Walton County School Board harmless from all claims, suits, judgments or damages, including court costs and attorney's fees arising out of intentional acts, negligence or omission by the Affiliating Health Care Facility in the course of the operations of this contract

The School Board agrees to indemnify and hold the Affiliating Health Care Facility harmless from claims in tort for money damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission on any employee of the School Board while such employee is acting in the scope of his office and employment and is carrying out his or her duties under this contract, unless the claim is based on negligence by the Affiliating Health Care Facility, its agents or employees, but only to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes. It is specifically understood that the School Board is only agreeing to indemnify and hold the Affiliating Health Care Facility harmless to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes, and that this agreement to indemnify and hold harmless does not extend to tort claims for damages arising out of acts or omissions of any employee of the School Board while such employee is acting outside of the course or scope of his or her employment or committed by employees in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard or human rights, safety or property.

SIGNATURE PAGE

SOMERBY OF SANTA ROSA BEACH

  
Administrator/CEO

10-2-15  
Date

  
Chief Nursing Officer

10-2-15  
Date

\*\*\*\*\*

WALTON COUNTY SCHOOL BOARD

  
Chairperson, Walton County School Board

11/3/15  
Date

  
Director, Emerald Coast Technical College

10/13/15  
Date

APPROVED BY  
NOV 3 2015  
WALTON COUNTY SCHOOL BOARD

APPROVED BY  
 OCTOBER 2015  
 WALTON COUNTY SCHOOL BOARD

<b>AGENDA SUBMISSION FORM</b> <b>SCHOOL DISTRICT OF WALTON COUNTY, FLORIDA</b> <b>WALTON COUNTY SCHOOL BOARD</b>	
<b>MEETING DATE:</b> <div style="border: 1px solid black; padding: 2px;">November 3, 2015</div>	<b>AGENDA ITEM NUMBER:</b> <div style="border: 1px solid black; padding: 2px;">5.01(a) Action Agenda</div>
<b>TITLE:</b> <div style="border: 1px solid black; padding: 2px; min-height: 20px;">School affiliation agreement between Walton County School Board and Sonerby of Santa Rosa Beach.</div>	
<b>REQUESTED ACTION:</b> <div style="border: 1px solid black; padding: 2px; min-height: 20px;">Review and approval of the attached agreement to enable Emerald Coast Technical College Health Science students to attend Sonerby of Santa Rosa as a clinical training site for clinical experiences.</div>	
<b>SUMMARY EXPLANATION AND BACKGROUND:</b> <div style="border: 1px solid black; padding: 2px; min-height: 40px;">F.A.C. 64B9-2.008 (11) It shall be the responsibility of the nursing program to obtain and maintain current contractual agreements with each agency and facility utilized for student clinical training to ensure that the nursing program can provide the appropriate clinical experiences necessary to fulfill the requirements of these rules.</div>	
<b>EXHIBITS ATTACHED:</b> <div style="border: 1px solid black; padding: 2px;">                     1. Instructional Program Impact Statement: <u>N/A</u>                      2. Staffing Impact Statement: <u>N/A</u>                      3. Financial Impact Statement: <u>N/A</u> </div>	
<b>PREPARED BY:</b> <div style="border: 1px solid black; padding: 2px;">                         Mike Davis  </div>	
<b>BOARD ACTION:</b> <div style="border: 1px solid black; padding: 2px;"> <input checked="" type="checkbox"/> Approved    <input type="checkbox"/> Disapproved  <input type="checkbox"/> Other (specify) _____                         </div>	<b>SOURCE OF ADDITIONAL INFORMATION:</b> <div style="border: 1px solid black; padding: 2px;">                         Name: _____                          Phone: _____                     </div>
(For use of official Board Record's office only)	

Laura Smith

S.O/a

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**From:** BEN L. HOLLEY- Attorney at Law <benholley@earthlink.net>  
**Sent:** Friday, October 09, 2015 8:38 AM  
**To:** Laura Smith  
**Cc:** Trecia Meadows  
**Subject:** Agreement between Walton County School Board and Somerby Santa Rosa Beach

Laura, I have reviewed the referenced agreement and it is in proper form to be placed on the agenda. If any questions, please advise.

BEN L. HOLLEY  
Attorney at Law  
P. O. Box 1238  
Crestview, FL 32536  
(850) 682-2336

**Partner Agreement with Chautauqua Rehabilitation and Nursing Center**

**Memorandum of Agreement  
between  
Walton County School Board**

**And**

Chautauqua Rehabilitation and Nursing Center

This Agreement is made as of the 5th day of February, 2019, by and between Walton County School Board and Chautauqua Rehabilitation and Nursing Center, the Affiliating Health Care Facility, for the purpose of providing learning experiences for the students enrolled in health sciences programs at Emerald Coast Technical College. Health Sciences Programs encompassed and approved by this agreement include (check all that apply):

xx	Practical Nursing
xx	Patient Care Technician
	Pharmacy Technician
xx	Nursing Assistant

**I. Affiliating Agencies**

Walton County School Board, hereinafter called the School Board, and Chautauqua Rehabilitation and Nursing Center, hereinafter, called the Affiliating Health Care Facility.

- II. This is a Mutual Agreement** between the administration of the Affiliating Health Care Facility and the School Board. That the Affiliating Health Care Facility will permit the use of the institution for Health Science students for supervised experience in a clinical facility and concurrent related instruction under the terms set forth in this agreement. Such health science students may include practical nursing program students, patient care technician program students, pharmacy technician program students, and/ or nursing assistant program students, as appropriate. In entering into this agreement, the Affiliating Healthcare Facility seeks an opportunity to meet its civic responsibility by cooperating with a continuous source of well-prepared practitioners so that the ever-increased health service needs in the community may be more adequately met. It is understood that the students who enter the program do so on a voluntary basis with the primary purpose of furthering their own educational advancement.

**III. The School Board Agrees To:**

- A. Establish admission standards in line with those recommended by the appropriate state licensing or governing board; i.e., The Florida Board of Nursing, the Florida Board of Pharmacy, and the Florida State Department of Education, Division of Career and Adult Education. These admission standards will include a urine drug screen and evidence of physical examination showing that the student is free of communicable disease. Such drug screen and physical examination shall be at the student's expense prior to program admission and clinical experience. Students shall also meet the health and immunization requirements of the Affiliating Health Care Facility prior to reporting for the clinical experience. For patient care technician program students and practical nursing program students, such immunization requirements include proof of Measles/Mumps/Rubella (MMR), Tuberculin skin testing, Varicella, and the Hepatitis B vaccine. Students who choose not to have the Hepatitis B vaccine will be required by the school to sign a waiver.
- B. Provide an instructor who is appropriately qualified by the Florida Department of Education and the professional governing/licensing board to teach students. Such qualifications for practical nursing, patient care technician, and nursing assistant program students will include, at a minimum, that the instructor is currently registered in the State of Florida as a Professional Registered Nurse (R.N.). Such qualifications for the pharmacy technician program students will include, at a minimum, that the instructor is currently certified as a pharmacy technician (CPhT) and has a minimum of six years of work experience as a pharmacy technician. During the clinical period, the instructor will devote his/her time to the teaching and supervision of the students in the Affiliating Health Care Facility. The instructor's responsibilities will include the following:
- 1) To give close supervision, guidance, and counseling to the health science program students
  - 2) For practical nursing, patient care technician, and nursing assistant program students, to establish student / patient load assignments on each service in cooperation with the Nursing Administration; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation. For pharmacy technician program students, to establish the number of students per clinical pharmacy site in cooperation with the registered pharmacist at the Affiliating Health Care Facility; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation.
  - 3) To maintain individual records of class and clinical instruction, evaluation of student competency, health and attendance.

- 4) To provide the Affiliating Health Care Facility with written notification of the date and number of students expected.
- 5) To provide students participating in the health science program with a minimum of \$1,000,000, individual occurrence, \$3,000,000 aggregate, student blanket professional liability insurance protection.

**IV. The Affiliating Health Care Facility Agrees to:**

- A. Provide clinical experience for each student in accordance with the current Florida professional standards for the occupation. For practical nursing program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Programs. For patient care technician program and nursing assistant program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Assistant Programs. For pharmacy technician program students, such experiences shall be in accordance with the Florida Board of Pharmacy Standards for Pharmacy Technician Programs.
- B. Provide suitable space for student/instructor conferences in the Affiliating Health Care Facility.
- C. Observe the following Student Policies:
  - 1) Students to be regularly scheduled in cooperation with other professional programs; i.e., nursing programs; nursing assistant and patient care technician programs; and pharmacy technician programs.
  - 2) Students may be assigned at the discretion of the instructor during the clinical experience period. However, no students may be assigned to any experience without notification by the instructor to the appropriate department manager, who may, in his/her discretion, refuse such assignment.
  - 3) Students are to be allowed the same holidays during the year as provided by the school calendar of Emerald Coast Technical College as approved by the Walton County School Board, and are to take them at the time the holiday occurs.
  - 4) Whenever on duty in the Affiliating Health Care Facility, students will be required to wear uniforms adopted by the particular health science program.
- D. Permit the instructor free access to the Affiliating Health Care Facility units for the purpose of supervising the training program.
- E. Permit students to have supervised experience in all competencies taught in the program as appropriate at the Affiliating Health Care Facility.

F. Include a member of the faculty of the program in Affiliating Health Care Facility staff meetings when policies are to be discussed which will affect or are related to the health sciences program.

**V. Compliance with Applicable Laws, Regulations and Ordinances; Non-Discrimination.**

The parties agree to comply with all applicable federal, state, and local laws, regulations and ordinances. Both parties specifically agree not to discriminate on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, sexual orientation, disability, political or religious beliefs.

**VI. Withdrawal of Student**

The Affiliating Health Care Facility may require the program to withdraw from the Facility any student whose work or conduct, in its opinion, may have detrimental effect on patients or personnel, and /or reserves the right to not accept a student who has previously been dismissed by said Affiliating Health Care Facility for the reasons which would make acceptance as an affiliate inadvisable. Final action on the student is the responsibility of the health sciences program.

**VII. Termination of the Agreement**

Either party may terminate this agreement without cause upon giving at least ninety (90) days notice to the other party, provided the students enrolled in the present class shall be given an opportunity to complete the program.

**VIII. Modification of the Agreement**

Modification of the agreement shall be made only by mutual consent of both parties. A memorandum noting the modifications shall be attached to this agreement and shall include the date and signatures of the parties agreeing.

**IX. Renewal of the Agreement**

This agreement shall be for one year commencing on the date signed and will thereafter automatically renew for one year successive terms, unless terminated sooner by either party in accordance with this agreement.

**X. Health Insurance Portability and Accountability Act**

The health sciences students and faculty agree to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and to protect the security and privacy of all client health information including oral, written, and electronic public health information.

**XI. Copies of the Agreement**

Signed copies of this agreement shall be placed on file and be available to the following:

- 1) The Florida Department of Education

- 2) The Florida Board of Nursing
- 3) The Florida Board of Pharmacy
- 4) The Administrator of the Affiliating Health Care Facility
- 5) The Director of Nursing of the Affiliating Health Care Facility, if applicable
- 6) The Walton County School Board
- 7) The Walton County Superintendent of Schools
- 8) The Director of Emerald Coast Technical College
- 9) The Health Sciences Faculty of Emerald Coast Technical College
- 10) The accrediting agency for Emerald Coast Technical College
- 11) The administrator(s) of the secondary school(s) at which the program is offered, if applicable

**XII. Indemnification / Hold Harmless**

The Affiliating Health Care Facility shall be liable and agrees to be liable and shall indemnify, defend, and hold the Walton County School Board harmless from all claims, suits, judgments of damages, including court costs and attorney's fees arising out of intentional acts, negligence or omission by the Affiliating Health Care Facility in the course of the operations of this agreement.

The School Board agrees to indemnify and hold the Affiliating Health Care Facility harmless from claims in tort for money damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission on any employee of the School Board while such employee is acting in the scope of his/her office and employment and is carrying out his/her duties under this contract, unless such claim is based on negligence by the Affiliating Health Care Facility, its agents or employees, but only to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes. It is specifically understood that the School Board is only agreeing to indemnify and hold the Affiliating Health Care Facility harmless to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes, and that this agreement to indemnify and hold harmless does not extend to tort claims for damages arising out of acts or omissions of any employee of the School Board while such employee is acting outside of the course of scope of his or her employment or committed by employees in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard for human rights, safety, or property.

## Partner Agreement with Stanley House Assisted Living Facility:

**Memorandum of Agreement  
between  
Walton County School Board**

**And**

Stanley House Assisted Living Facility

This Agreement is made as of the 5th day of February, 2019, by and between Walton County School Board and Stanley House Assisted Living Facility, the Affiliating Health Care Facility, for the purpose of providing learning experiences for the students enrolled in health sciences programs at Emerald Coast Technical College. Health Sciences Programs encompassed and approved by this agreement include (check all that apply):

xx	Practical Nursing
xx	Patient Care Technician
	Pharmacy Technician
xx	Nursing Assistant

**I. Affiliating Agencies**

Walton County School Board, hereinafter called the School Board, and Stanley House Assisted Living Facility, hereinafter, called the Affiliating Health Care Facility.

- II. This is a Mutual Agreement** between the administration of the Affiliating Health Care Facility and the School Board. That the Affiliating Health Care Facility will permit the use of the institution for Health Science students for supervised experience in a clinical facility and concurrent related instruction under the terms set forth in this agreement. Such health science students may include practical nursing program students, patient care technician program students, pharmacy technician program students, and/ or nursing assistant program students, as appropriate. In entering into this agreement, the Affiliating Healthcare Facility seeks an opportunity to meet its civic responsibility by cooperating with a continuous source of well-prepared practitioners so that the ever-increased health service needs in the community may be more adequately met. It is understood that the students who enter the program do so on a voluntary basis with the primary purpose of furthering their own educational advancement.

**III. The School Board Agrees To:**

- A. Establish admission standards in line with those recommended by the appropriate state licensing or governing board; i.e., The Florida Board of Nursing, the Florida Board of Pharmacy, and the Florida State Department of Education, Division of Career and Adult Education. These admission standards will include a urine drug screen and evidence of physical examination showing that the student is free of communicable disease. Such drug screen and physical examination shall be at the student's expense prior to program admission and clinical experience. Students shall also meet the health and immunization requirements of the Affiliating Health Care Facility prior to reporting for the clinical experience. For patient care technician program students and practical nursing program students, such immunization requirements include proof of Measles/Mumps/Rubella (MMR), Tuberculin skin testing, Varicella, and the Hepatitis B vaccine. Students who choose not to have the Hepatitis B vaccine will be required by the school to sign a waiver.
- B. Provide an instructor who is appropriately qualified by the Florida Department of Education and the professional governing/licensing board to teach students. Such qualifications for practical nursing, patient care technician, and nursing assistant program students will include, at a minimum, that the instructor is currently registered in the State of Florida as a Professional Registered Nurse (R.N.). Such qualifications for the pharmacy technician program students will include, at a minimum, that the instructor is currently certified as a pharmacy technician (CPhT) and has a minimum of six years of work experience as a pharmacy technician. During the clinical period, the instructor will devote his/her time to the teaching and supervision of the students in the Affiliating Health Care Facility. The instructor's responsibilities will include the following:
- 1) To give close supervision, guidance, and counseling to the health science program students
  - 2) For practical nursing, patient care technician, and nursing assistant program students, to establish student / patient load assignments on each service in cooperation with the Nursing Administration; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation. For pharmacy technician program students, to establish the number of students per clinical pharmacy site in cooperation with the registered pharmacist at the Affiliating Health Care Facility; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation.
  - 3) To maintain individual records of class and clinical instruction, evaluation of student competency, health and attendance.

- 4) To provide the Affiliating Health Care Facility with written notification of the date and number of students expected.
- 5) To provide students participating in the health science program with a minimum of \$1,000,000, individual occurrence, \$3,000,000 aggregate, student blanket professional liability insurance protection.

**IV. The Affiliating Health Care Facility Agrees to:**

- A. Provide clinical experience for each student in accordance with the current Florida professional standards for the occupation. For practical nursing program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Programs. For patient care technician program and nursing assistant program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Assistant Programs. For pharmacy technician program students, such experiences shall be in accordance with the Florida Board of Pharmacy Standards for Pharmacy Technician Programs.
- B. Provide suitable space for student/instructor conferences in the Affiliating Health Care Facility.
- C. Observe the following Student Policies:
  - 1) Students to be regularly scheduled in cooperation with other professional programs; i.e., nursing programs; nursing assistant and patient care technician programs; and pharmacy technician programs.
  - 2) Students may be assigned at the discretion of the instructor during the clinical experience period. However, no students may be assigned to any experience without notification by the instructor to the appropriate department manager, who may, in his/her discretion, refuse such assignment.
  - 3) Students are to be allowed the same holidays during the year as provided by the school calendar of Emerald Coast Technical College as approved by the Walton County School Board, and are to take them at the time the holiday occurs.
  - 4) Whenever on duty in the Affiliating Health Care Facility, students will be required to wear uniforms adopted by the particular health science program.
- D. Permit the instructor free access to the Affiliating Health Care Facility units for the purpose of supervising the training program.
- E. Permit students to have supervised experience in all competencies taught in the program as appropriate at the Affiliating Health Care Facility.

F. Include a member of the faculty of the program in Affiliating Health Care Facility staff meetings when policies are to be discussed which will affect or are related to the health sciences program.

V. **Compliance with Applicable Laws, Regulations and Ordinances; Non-Discrimination.** The parties agree to comply with all applicable federal, state, and local laws, regulations and ordinances. Both parties specifically agree not to discriminate on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, sexual orientation, disability, political or religious beliefs.

VI. **Withdrawal of Student**  
The Affiliating Health Care Facility may require the program to withdraw from the Facility any student whose work or conduct, in its opinion, may have detrimental effect on patients or personnel, and /or reserves the right to not accept a student who has previously been dismissed by said Affiliating Health Care Facility for the reasons which would make acceptance as an affiliate inadvisable. Final action on the student is the responsibility of the health sciences program.

VII. **Termination of the Agreement**  
Either party may terminate this agreement without cause upon giving at least ninety (90) days notice to the other party, provided the students enrolled in the present class shall be given an opportunity to complete the program.

VIII. **Modification of the Agreement**  
Modification of the agreement shall be made only by mutual consent of both parties. A memorandum noting the modifications shall be attached to this agreement and shall include the date and signatures of the parties agreeing.

IX. **Renewal of the Agreement**  
This agreement shall be for one year commencing on the date signed and will thereafter automatically renew for one year successive terms, unless terminated sooner by either party in accordance with this agreement.

X. **Health Insurance Portability and Accountability Act**  
The health sciences students and faculty agree to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and to protect the security and privacy of all client health information including oral, written, and electronic public health information.

XI. **Copies of the Agreement**  
Signed copies of this agreement shall be placed on file and be available to the following:  
1) The Florida Department of Education  
2) The Florida Board of Nursing

- 3) The Florida Board of Pharmacy
- 4) The Administrator of the Affiliating Health Care Facility
- 5) The Director of Nursing of the Affiliating Health Care Facility, if applicable
- 6) The Walton County School Board
- 7) The Walton County Superintendent of Schools
- 8) The Director of Emerald Coast Technical College
- 9) The Health Sciences Faculty of Emerald Coast Technical College
- 10) The accrediting agency for Emerald Coast Technical College
- 11) The administrator(s) of the secondary school(s) at which the program is offered, if applicable

**XII. Indemnification / Hold Harmless**

The Affiliating Health Care Facility shall be liable and agrees to be liable and shall indemnify, defend, and hold the Walton County School Board harmless from all claims, suits, judgments of damages, including court costs and attorney's fees arising out of intentional acts, negligence or omission by the Affiliating Health Care Facility in the course of the operations of this agreement.

The School Board agrees to indemnify and hold the Affiliating Health Care Facility harmless from claims in tort for money damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission on any employee of the School Board while such employee is acting in the scope of his/her office and employment and is carrying out his/her duties under this contract, unless such claim is based on negligence by the Affiliating Health Care Facility, its agents or employees, but only to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes. It is specifically understood that the School Board is only agreeing to indemnify and hold the Affiliating Health Care Facility harmless to the extent and to the monetary amounts the School Board's privilege of sovereign immune immunity has been waived as provided in Section 768.28, Florida Statutes, and that this agreement to indemnify and hold harmless does not extend to tort claims for damages arising out of acts or omissions of any employee of the School Board while such employee is acting outside of the course of scope of his or her employment or committed by employees in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard for human rights, safety, or property.

Written Agreement with Grand Boulevard Health and Rehabilitation Center

**ORIGINAL** FEB 21 2017

WALTON COUNTY SCHOOL BOARD

**AGENDA SUBMISSION FORM**  
**SCHOOL DISTRICT OF WALTON COUNTY, FLORIDA**  
**WALTON COUNTY SCHOOL BOARD**

**MEETING DATE:**  
 2/21/17

**AGENDA ITEM NUMBER:**  
 5.01(c) Action Agenda  
 5.01c An

**TITLE:**  
 Memorandum of Agreement between Walton County School Board and FL HUD Destin, LLC, d/b/a Grand Boulevard Health and Rehabilitation Center.

**REQUESTED ACTION:**  
 Review and approval of the attached agreement between Walton County School Board's Health Science students to attend Grand Boulevard Health and Rehabilitation Center as a clinical training site for clinical experiences.

**SUMMARY EXPLANATION AND BACKGROUND:**  
 F.A.C. 64B9-2.008 (11) It shall be the responsibility of the nursing program to obtain and maintain current contractual agreements with each agency and facility utilized for student clinical training to ensure that the nursing program can provide the appropriate clinical experiences necessary to fulfill the requirements of these rules.

**EXHIBITS ATTACHED:**

1. Instructional Program Impact Statement: n/a
2. Staffing Impact Statement: n/a
3. Financial Impact Statement: n/a

**PREPARED BY:**  
 Charlie Morse, ECTC Director  
*Charlie Morse*

**BOARD ACTION:**  
☐ Approved ☐ Disapproved  
☐ Other (specify) \_\_\_\_\_

**SOURCE OF ADDITIONAL INFORMATION:**  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

(For use of official Board Record's office only)



ORIGINAL

Memorandum of Agreement  
Between

Walton County School Board

And

FL HUD Destin, LLC, d/b/a Grand Boulevard Health and Rehabilitation Center

APPROVED BY

FEB 21 2017

WALTON COUNTY SCHOOL BOARD

This Agreement is made as of the 20th day of January, 2017, by and between Walton County School Board and FL HUD Destin, LLC, d/b/a Grand Boulevard Health and Rehabilitation Center, the Affiliating Health Care Facility, for the purpose of providing learning experiences for the students enrolled in health sciences programs at Emerald Coast Technical College. Health Sciences Programs encompassed and approved by this agreement include (check all that apply):

X	Practical Nursing
X	Patient Care Technician
	Pharmacy Technician
X	Nursing Assistant

I. **Affiliating Agencies**

Walton County School Board, hereinafter called the School Board, and FL HUD Destin, LLC, Grand Boulevard Health and Rehabilitation Center, hereinafter, called the Affiliating Health Care Facility.

- II. **This is a Mutual Agreement** between the administration of the Affiliating Health Care Facility and the School Board. That the Affiliating Health Care Facility will permit the use of the institution for Health Science students for supervised experience in a clinical facility and concurrent related instruction under the terms set forth in this agreement. Such health science students may include practical nursing program students, patient care technician program students, pharmacy technician program students, and/ or nursing assistant program students, as appropriate. In entering into this agreement, the Affiliating Healthcare Facility seeks an opportunity to meet its civic responsibility by cooperating with a continuous source of well-prepared practitioners so that the ever-increased health service needs in the community may be more adequately met. It is understood that the students who enter the program do so on a voluntary basis with the primary purpose of furthering their own educational advancement.

### III. The School Board Agrees To:

- A. Establish admission standards in line with those recommended by the appropriate state licensing or governing board; i.e., The Florida Board of Nursing, the Florida Board of Pharmacy, and the Florida State Department of Education, Division of Career and Adult Education. These admission standards will include a urine drug screen and evidence of physical examination showing that the student is free of communicable disease. Such drug screen and physical examination shall be at the student's expense prior to program admission and clinical experience. Students shall also meet the health and immunization requirements of the Affiliating Health Care Facility prior to reporting for the clinical experience. For patient care technician program students and practical nursing program students, such immunization requirements include proof of Measles/Mumps/Rubella (MMR), Tuberculin skin testing, Varicella, and the Hepatitis B vaccine. Students who choose not to have the Hepatitis B vaccine will be required by the school to sign a waiver.
- B. Provide an instructor who is appropriately qualified by the Florida Department of Education and the professional governing/licensing board to teach students. Such qualifications for practical nursing, patient care technician, and nursing assistant program students will include, at a minimum, that the instructor is currently registered in the State of Florida as a Professional Registered Nurse (R.N.). Such qualifications for the pharmacy technician program students will include, at a minimum, that the instructor is currently certified as a pharmacy technician (CPhT) and has a minimum of six years of work experience as a pharmacy technician. During the clinical period, the instructor will devote his/her time to the teaching and supervision of the students in the Affiliating Health Care Facility. The instructor's responsibilities will include the following:
  - 1) To give close supervision, guidance, and counseling to the health science program students
  - 2) For practical nursing, patient care technician, and nursing assistant program students, to establish student / patient load assignments on each service in cooperation with the Nursing Administration; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation. For pharmacy technician program students, to establish the number of students per clinical pharmacy site in cooperation with the registered pharmacist at the Affiliating Health Care Facility; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation.
  - 3) To maintain individual records of class and clinical instruction, evaluation of student competency, health and attendance.
  - 4) To provide the Affiliating Health Care Facility with written notification of the date and number of students expected.

- 5) To provide students participating in the health science program with a minimum of \$1,000,000, individual occurrence, and a minimum of \$3,000,000 aggregate, student blanket professional liability insurance protection.
- 6) School Board shall instruct students that they may only provide services to residents who acknowledge that a student is providing them services. Students and the instructors at the Affiliating Health Care Facility must specifically advise a resident that a student will be providing services and the resident must agree to such services before the student may provide the services.
- 7) School Board shall provide the students with appropriate identification identifying them as students while they are providing services "on duty" at Affiliating Health Care Facility. Such identification shall clearly identify students as students of the Program and not employees of Affiliating Health Care Facility.
- 8) To direct, instruct and assume responsibility for ensuring that all students are to perform tasks at Affiliating Health Care Facility in accordance with all applicable federal, state and local laws, rules and regulations, including but not limited to any and all Medicare or Medicaid requirements or Conditions for Participation and to observe and comply with all oral and/or written rules, regulations, by-laws and policies of Affiliating Health Care Facility as it may adopt from time to time.
- 9) Any School Board faculty member or student who is injured or becomes ill while at the Affiliating Health Care Facility shall immediately report the injury or illness to the Affiliating Health Care Facility and receive treatment (if available) at the Affiliating Health Care Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the School Board faculty member or student who receives the treatment and not the responsibility of the Affiliating Health Care Facility.
- 10) The Affiliating Health Care Facility shall follow, for School Board faculty and students exposed to an infectious disease at the Affiliating Health Care Facility during the clinical experience program, the same policies and procedures that the Affiliating Health Care Facility follows for its employees. Any hospital or medical costs arising from the exposure shall be the sole responsibility of the School Board faculty member or student who receives the treatment and not the responsibility of Affiliating Health Care Facility.
- 11) School Board faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to School Board and to the Affiliating Health Care Facility. Before returning to the Affiliating Health Care Facility, such School Board faculty member or student must submit proof of recovery to School Board or Affiliating Health Care Facility, if requested.
- 12)

#### IV. The Affiliating Health Care Facility Agrees to:

- A. Provide clinical experience for each student in accordance with the current Florida professional standards for the occupation. For practical nursing program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Programs. For patient care technician program and nursing assistant program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Assistant Programs. For pharmacy technician program students, such experiences shall be in accordance with the Florida Board of Pharmacy Standards for Pharmacy Technician Programs.
- B. Provide suitable space for student/instructor conferences in the Affiliating Health Care Facility.
- C. Observe the following Student Policies:
  - 1) Students to be regularly scheduled in cooperation with other professional programs; i.e., nursing programs; nursing assistant and patient care technician programs; and pharmacy technician programs.
  - 2) Students may be assigned at the discretion of the instructor during the clinical experience period. However, no students may be assigned to any experience without notification by the instructor to the appropriate department manager, who may, in his/her discretion, refuse such assignment.
  - 3) Students are to be allowed the same holidays during the year as provided by the school calendar of Emerald Coast Technical College as approved by the Walton County School Board, and are to take them at the time the holiday occurs.
  - 4) Whenever on duty in the Affiliating Health Care Facility, students will be required to wear uniforms adopted by the particular health science program.
- D. Permit the instructor free access to the Affiliating Health Care Facility units for the purpose of supervising the training program.
- E. Permit students to have supervised experience in all competencies taught in the program as appropriate at the Affiliating Health Care Facility.
- F. Include a member of the faculty of the program in Affiliating Health Care Facility staff meetings when policies are to be discussed which will affect or are related to the health sciences program.
- V. **Compliance with Applicable Laws, Regulations and Ordinances; Non-Discrimination.** The parties agree to comply with all applicable federal, state, and local laws, regulations and ordinances. Both parties specifically agree not to discriminate on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, sexual orientation, disability, political or religious beliefs.

**VI. Withdrawal of Student**

The Affiliating Health Care Facility may require the program to withdraw from the Facility any student whose work or conduct, in its opinion, may have detrimental effect on patients or personnel, and /or reserves the right to not accept a student who has previously been dismissed by said Affiliating Health Care Facility for the reasons which would make acceptance as an affiliate inadvisable. Final action on the student is the responsibility of the health sciences program.

**VII. Termination of the Agreement**

Either party may terminate this agreement without cause upon giving at least thirty (30) days notice to the other party, provided the students enrolled in the present class shall be given an opportunity to complete the program.

**VIII. Modification of the Agreement**

Modification of the agreement shall be made only by mutual consent of both parties. A memorandum noting the modifications shall be attached to this agreement and shall include the date and signatures of the parties agreeing.

**IX. Renewal of the Agreement**

This agreement shall be for one year commencing on the date signed and will thereafter automatically renew for one year successive terms, unless terminated sooner by either party in accordance with this agreement.

**X. Health Insurance Portability and Accountability Act**

The health sciences students and faculty agree to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and to protect the security and privacy of all client health information including oral, written, and electronic public health information.

**XI. Copies of the Agreement**

Signed copies of this agreement shall be placed on file and be available to the following:

- 1) The Florida Department of Education
- 2) The Florida Board of Nursing
- 3) The Florida Board of Pharmacy
- 4) The Administrator of the Affiliating Health Care Facility
- 5) The Director of Nursing of the Affiliating Health Care Facility, if applicable
- 6) The Walton County School Board
- 7) The Walton County Superintendent of Schools
- 8) The Director of Emerald Coast Technical College
- 9) The Health Sciences Faculty of Emerald Coast Technical College
- 10) The accrediting agency for Emerald Coast Technical College
- 11) The administrator(s) of the secondary school(s) at which the program is offered, if applicable

**XII. Indemnification / Hold Harmless**

The Affiliating Health Care Facility shall be liable and agrees to be liable and shall indemnify, defend, and hold the Walton County School Board harmless from all claims, suits, judgments of damages, including court costs and attorney's fees arising out of intentional acts, negligence or omission by the Affiliating Health Care Facility in the course of the operations of this agreement.

The School Board agrees to indemnify and hold the Affiliating Health Care Facility, its officers, directors, employees, and agents harmless from claims in tort for money damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission on any employee of the School Board while such employee is acting in the scope of his/her office and employment and is carrying out his/her duties under this contract, unless such claim is based on negligence by the Affiliating Health Care Facility, its agents or employees, but only to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes. It is specifically understood that the School Board is only agreeing to indemnify and hold the Affiliating Health Care Facility harmless to the extent and to the monetary amounts the School Board's privilege of sovereign immune immunity has been waived as provided in Section 768.28, Florida Statutes, and that this agreement to indemnify and hold harmless does not extend to tort claims for damages arising out of acts or omissions of any employee of the School Board while such employee is acting outside of the course of scope of his or her employment or committed by employees in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard for human rights, safety, or property.

**Notices:**

a. All notices, requests, demands and other communications under or in connection with this Agreement shall be given in writing and shall be deemed to have been given or made: if by hand, immediately upon delivery; if by telex, telecopier or similar electronic device, two hours after sending; if by Federal Express, Express Mail or any other overnight service, the first business day after dispatch; or if mailed by certified mail return receipt requested, two business days after delivery or return of the notice to sender marked "unclaimed". All notices shall be delivered or mailed to the parties at the following address (or to such other address as either party shall designate by notice in accordance with the provisions to this paragraph):

If to AFFILIATING HEALTH CARE FACILITY:  
Grand Boulevard Health & Rehabilitation Center  
138 Sandestin Lane  
Destin, FL 32550

If to SCHOOL BOARD:

*[Signature]*  
\_\_\_\_\_  
\_\_\_\_\_

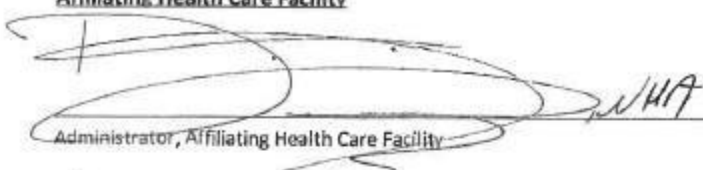
**APPROVED BY**

Attn: Administrator

FEB 21 2017

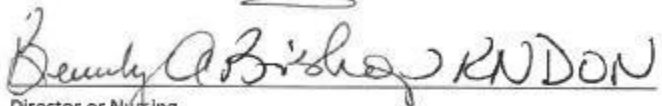
WALTON COUNTY SCHOOL BOARD

Signature Page

Affiliating Health Care Facility  
Administrator, Affiliating Health Care Facility

Date

2/6/17

  
Director of Nursing

Date

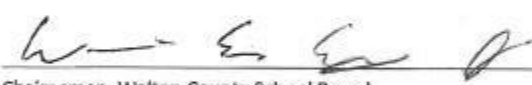
2-6-17

Applicable only if agreement includes Practical Nursing, Patient Care Technician, and/or Nursing Assistant, Program

  
Affiliating Health Care Facility Pharmacist

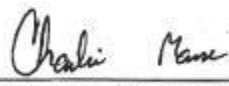
Date

Applicable only if agreement includes Pharmacy Technician Program

Walton County School Board  
Chairperson, Walton County School Board

Date

2/21/17

  
Director, Emerald Coast Technical College

Date

2/6/17

Coordinator, Instructional Support Services  
(If agreement includes Nursing Assistant Programs at Secondary Schools)

Date

(If

APPROVED BY

FEB 21 2017

WALTON COUNTY SCHOOL BOARD

6

**Written Agreement with Healthmark Regional Medical Center**

**Memorandum of Agreement  
between  
Walton County School Board**

**And**

Healthmark Regional Medical Center

This Agreement is made as of the 5th day of February, 2019, by and between Walton County School Board and Healthmark Regional Medical Center, the Affiliating Health Care Facility, for the purpose of providing learning experiences for the students enrolled in health sciences programs at Emerald Coast Technical College. Health Sciences Programs encompassed and approved by this agreement include (check all that apply):

xx	Practical Nursing
xx	Patient Care Technician
	Pharmacy Technician
xx	Nursing Assistant

**I. Affiliating Agencies**

Walton County School Board, hereinafter called the School Board, and Healthmark Regional Medical Center, hereinafter, called the Affiliating Health Care Facility.

- II. This is a Mutual Agreement** between the administration of the Affiliating Health Care Facility and the School Board. That the Affiliating Health Care Facility will permit the use of the institution for Health Science students for supervised experience in a clinical facility and concurrent related instruction under the terms set forth in this agreement. Such health science students may include practical nursing program students, patient care technician program students, pharmacy technician program students, and/ or nursing assistant program students, as appropriate. In entering into this agreement, the Affiliating Healthcare Facility seeks an opportunity to meet its civic responsibility by cooperating with a continuous source of well-prepared practitioners so that the ever-increased health service needs in the community may be more adequately met. It is understood that the students who enter the program do so on a voluntary basis with the primary purpose of furthering their own educational advancement.

**III. The School Board Agrees To:**

- A. Establish admission standards in line with those recommended by the appropriate state licensing or governing board; i.e., The Florida Board of Nursing, the Florida Board of Pharmacy, and the Florida State Department of Education, Division of Career and Adult Education. These admission standards will include a urine drug screen and evidence of physical examination showing that the student is free of communicable disease. Such drug screen and physical examination shall be at the student's expense prior to program admission and clinical experience. Students shall also meet the health and immunization requirements of the Affiliating Health Care Facility prior to reporting for the clinical experience. For patient care technician program students and practical nursing program students, such immunization requirements include proof of Measles/Mumps/Rubella (MMR), Tuberculin skin testing, Varicella, and the Hepatitis B vaccine. Students who choose not to have the Hepatitis B vaccine will be required by the school to sign a waiver.
- B. Provide an instructor who is appropriately qualified by the Florida Department of Education and the professional governing/licensing board to teach students. Such qualifications for practical nursing, patient care technician, and nursing assistant program students will include, at a minimum, that the instructor is currently registered in the State of Florida as a Professional Registered Nurse (R.N.). Such qualifications for the pharmacy technician program students will include, at a minimum, that the instructor is currently certified as a pharmacy technician (CPhT) and has a minimum of six years of work experience as a pharmacy technician. During the clinical period, the instructor will devote his/her time to the teaching and supervision of the students in the Affiliating Health Care Facility. The instructor's responsibilities will include the following:
- 1) To give close supervision, guidance, and counseling to the health science program students
  - 2) For practical nursing, patient care technician, and nursing assistant program students, to establish student / patient load assignments on each service in cooperation with the Nursing Administration; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation. For pharmacy technician program students, to establish the number of students per clinical pharmacy site in cooperation with the registered pharmacist at the Affiliating Health Care Facility; the determination in each instance to be made in keeping with the best interests of patient care, the student's needs for the learning experience, and the scope of the occupation.
  - 3) To maintain individual records of class and clinical instruction, evaluation of student competency, health and attendance.

- 4) To provide the Affiliating Health Care Facility with written notification of the date and number of students expected.
- 5) To provide students participating in the health science program with a minimum of \$1,000,000, individual occurrence, \$3,000,000 aggregate, student blanket professional liability insurance protection.

**IV. The Affiliating Health Care Facility Agrees to:**

- A. Provide clinical experience for each student in accordance with the current Florida professional standards for the occupation. For practical nursing program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Programs. For patient care technician program and nursing assistant program students, such experiences shall be in accordance with the Florida Board of Nursing Standards for Nursing Assistant Programs. For pharmacy technician program students, such experiences shall be in accordance with the Florida Board of Pharmacy Standards for Pharmacy Technician Programs.
- B. Provide suitable space for student/instructor conferences in the Affiliating Health Care Facility.
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- D. Permit the instructor free access to the Affiliating Health Care Facility units for the purpose of supervising the training program.
- E. Permit students to have supervised experience in all competencies taught in the program as appropriate at the Affiliating Health Care Facility.

F. Include a member of the faculty of the program in Affiliating Health Care Facility staff meetings when policies are to be discussed which will affect or are related to the health sciences program.

**V. Compliance with Applicable Laws, Regulations and Ordinances; Non-Discrimination.**

The parties agree to comply with all applicable federal, state, and local laws, regulations and ordinances. Both parties specifically agree not to discriminate on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, sexual orientation, disability, political or religious beliefs.

**VI. Withdrawal of Student**

The Affiliating Health Care Facility may require the program to withdraw from the Facility any student whose work or conduct, in its opinion, may have detrimental effect on patients or personnel, and /or reserves the right to not accept a student who has previously been dismissed by said Affiliating Health Care Facility for the reasons which would make acceptance as an affiliate inadvisable. Final action on the student is the responsibility of the health sciences program.

**VII. Termination of the Agreement**

Either party may terminate this agreement without cause upon giving at least ninety (90) days notice to the other party, provided the students enrolled in the present class shall be given an opportunity to complete the program.

**VIII. Modification of the Agreement**

Modification of the agreement shall be made only by mutual consent of both parties. A memorandum noting the modifications shall be attached to this agreement and shall include the date and signatures of the parties agreeing.

**IX. Renewal of the Agreement**

This agreement shall be for one year commencing on the date signed and will thereafter automatically renew for one year successive terms, unless terminated sooner by either party in accordance with this agreement.

**X. Health Insurance Portability and Accountability Act**

The health sciences students and faculty agree to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and to protect the security and privacy of all client health information including oral, written, and electronic public health information.

**XI. Copies of the Agreement**

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- 1) The Florida Department of Education

- 2) The Florida Board of Nursing
- 3) The Florida Board of Pharmacy
- 4) The Administrator of the Affiliating Health Care Facility
- 5) The Director of Nursing of the Affiliating Health Care Facility, if applicable
- 6) The Walton County School Board
- 7) The Walton County Superintendent of Schools
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- 9) The Health Sciences Faculty of Emerald Coast Technical College
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- 11) The administrator(s) of the secondary school(s) at which the program is offered, if applicable

**XII. Indemnification / Hold Harmless**

The Affiliating Health Care Facility shall be liable and agrees to be liable and shall indemnify, defend, and hold the Walton County School Board harmless from all claims, suits, judgments of damages, including court costs and attorney's fees arising out of intentional acts, negligence or omission by the Affiliating Health Care Facility in the course of the operations of this agreement.

The School Board agrees to indemnify and hold the Affiliating Health Care Facility harmless from claims in tort for money damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission on any employee of the School Board while such employee is acting in the scope of his/her office and employment and is carrying out his/her duties under this contract, unless such claim is based on negligence by the Affiliating Health Care Facility, its agents or employees, but only to the extent and to the monetary amounts the School Board's privilege of sovereign immunity has been waived as provided in Section 768.28, Florida Statutes. It is specifically understood that the School Board is only agreeing to indemnify and hold the Affiliating Health Care Facility harmless to the extent and to the monetary amounts the School Board's privilege of sovereign immune immunity has been waived as provided in Section 768.28, Florida Statutes, and that this agreement to indemnify and hold harmless does not extend to tort claims for damages arising out of acts or omissions of any employee of the School Board while such employee is acting outside of the course of scope of his or her employment or committed by employees in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard for human rights, safety, or property.

## Pharmacy Technician Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Training
- ✓ Complete Clinical Simulation Labs

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
HSC0003	Basic Healthcare Worker
PTN0084	Pharmacy Technician 1
PTN0085	Pharmacy Technician 2
PTN0086	Pharmacy Technician 3

### Work-based Activities – General Information:

Setting:	Work-based activities are performed on campus.
Supervision:	Program instructor possessing appropriate qualifications.
Activities:	Clinical simulation
Safety:	Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

### Evaluation and Grading:

The instructor evaluates skills performed by the student. The instructor enters student grades for skills performed onto the clinical evaluation sheet.

Pharmacy Technician Grading Scale		
94 - 100	A	4.0
85 - 93	B	3.0
77 - 84	C	2.0
0 - 76	F*	0.0

# ECTC WORK-BASED LEARNING INSTRUCTIONAL PLAN

ECTC PHARMACY TECHNICIAN PROGRAM

S- SATISFACTORY, PERFORMED WITHOUT ANY NEED OR ASSISTANCE  
U- UNSATISFACTORY, UNACCEPTABLE, UNTIMELY, UNSAFE  
NI- NEEDS IMPROVING  
NA- NOT ASSESSED

NAME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

INSTRUCTORS: \_\_\_\_\_

CRITICAL ELEMENTS

	DATE	DATE	DATE	DATE	DATE	COMMENTS
MAINTAINS PROFESSIONAL APPEARANCE WITH IRONED UNIFORM, PERSONAL NAMETAG ON, SHOES CLEAN AND WHITE, PREPARED WITH ALL NECESSARY EQUIPMENT/ SUPPLIES, ARRIVES ON TIME						
WORKS WELL WITH PEERS, INSTRUCTORS, PHYSICIANS, VISITORS. RELATES MEANINGFUL & APPROPRIATE INFORMATION TO MEMBERS OF HEALTH TEAM THROUGH PROPER CHANNELS						
30 PILL COUNT						
60 PILL COUNT						
90 PILL COUNT						
COMPUNDING						
EMULSIFYING A TABLET TO A LIQUID						
CLEANING A LAMIR AIR FLOW HOOD						
TRANSLATION OF AN RX						
TRANSLATE DOCTOR ORDERS						
STUDENTS DAILY INITIAL						
PASS	PASS	PASS	PASS	PASS	PASS	
FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	

STUDENT SIGNATURE: \_\_\_\_\_

INSTRUCTOR SIGNATURE: \_\_\_\_\_

## Objectives/Competencies/Experiences Evaluated:

1. Demonstrate knowledge of the healthcare delivery system and health occupations.
2. Demonstrate the ability to communicate and use interpersonal skills effectively.
3. Demonstrate legal and ethical responsibilities.
4. Demonstrate an understanding of and apply wellness and disease concepts.
5. Recognize and practice safety and security procedures.
6. Recognize and respond to emergency situations.
7. Recognize and practice infection control procedures.
8. Demonstrate an understanding of information technology applications in healthcare.
9. Demonstrate employability skills.
10. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
11. Apply basic math and science skills.
12. Practice human relations.
13. Identify pharmaceutical abbreviations and terminology as related to Community Pharmacy Practice.

14. Identify medical and legal considerations.
15. 01Perform clerical duties as related to Pharmacy Practice.
16. Demonstrate knowledge of basic pharmaceutical chemistry and drug classification as it relates to the human physiology.
17. Demonstrate knowledge of inventory control.
18. Initiate measurement and calculating techniques as it relates to compounding in pharmacy practice.
19. Demonstrate a basic knowledge of pharmaceutical chemistry as it relates to the human physiology.
20. Prepare and deliver medications.
21. Prepackage unit dose medications.
22. Prepare sterile products.

Documentation:

Instructor tracks skills performed by students on a weekly basis. Documentation is maintained by the instructor. Grades are entered into the Focus student system.

Partner Agreements:

The Pharmacy Technician Program does not have any partner agreements or on-site employers.

## Phlebotomy Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Safety Training
- ✓ Complete Clinical Simulation Labs

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
HSC0003	Basic Healthcare Worker
MEA0520	Phlebotomist

### Work-based Activities – General Information:

Setting: Work-based activities are performed on campus.

Supervision: Program instructor possessing appropriate qualifications.

Activities: Lab practice

Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

### Evaluation and Grading:

The instructor evaluates skills performed by the student.

Phlebotomy Grading Scale		
94 - 100	A	4.0
85 - 93	B	3.0
77 - 84	C	2.0
0 - 76	F*	0.0

## Work-based Learning Activity Form:

Emerald Coast Technical College Skills Evaluation Sheet																											
<b>PROCEDURE 41-1 - PERFORMING A VENIPUNCTURE</b>																											
Name _____	Date _____	Score _____																									
Instructor _____																											
<p><b>Task</b> Perform a venipuncture.</p> <p><b>Conditions</b> Requisition slip Blood tubes Needles Gauze Alcohol cleansing pad Tourniquet Adapter Adhesive bandage or surgical tape Sharps container Biohazardous waste container</p> <p><b>Time:</b> _____</p>	<p><b>Standard</b> In the time specified and within the scoring parameters determined by the instructor, the student will successfully perform a venipuncture.</p> <p><b>Points assigned reflect importance of step to meeting the task</b>             Important = 1 pt.            Essential = 5 pts.            Critical = 15 pts.</p> <p>Automatic failure results if any of the <b>CRITICAL TASKS</b> are omitted or performed incorrectly.</p> <p><i>(To use a pass/fail system, instructors can record "P" or "F" in the "points earned (pass/fail)" column.)</i></p>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">PERFORMANCE STANDARDS</th> <th style="text-align: center; padding: 5px;">PTS</th> <th style="text-align: center; padding: 5px;">PTS EARNED (Pass/ Fail)</th> <th style="text-align: left; padding: 5px;">COMMENTS</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. Examined the requisition slip.</td> <td style="text-align: center; padding: 5px;">1</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">2. Greeted the patient and asked him to state his full name and date of birth. Checked pretesting requirements, such as fasting, nonfasting, and medication restrictions.</td> <td style="text-align: center; padding: 5px;">15</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="padding: 5px;">_____ _____ _____</td> </tr> <tr> <td style="padding: 5px;">3. Reassured the patient and explained the procedure.</td> <td style="text-align: center; padding: 5px;">1</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="padding: 5px;">_____ _____</td> </tr> <tr> <td style="padding: 5px;">4. Selected the correct equipment and tubes for the procedure. Had extra tubes handy in case the first tube did not work.</td> <td style="text-align: center; padding: 5px;">15</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="padding: 5px;">_____ _____ _____</td> </tr> <tr> <td style="padding: 5px;">5. Washed hands and put on gloves.</td> <td style="text-align: center; padding: 5px;">5</td> <td style="text-align: center; padding: 5px;">_____</td> <td style="padding: 5px;">_____ _____</td> </tr> </tbody> </table>				PERFORMANCE STANDARDS	PTS	PTS EARNED (Pass/ Fail)	COMMENTS	1. Examined the requisition slip.	1	_____	_____	2. Greeted the patient and asked him to state his full name and date of birth. Checked pretesting requirements, such as fasting, nonfasting, and medication restrictions.	15	_____	_____ _____ _____	3. Reassured the patient and explained the procedure.	1	_____	_____ _____	4. Selected the correct equipment and tubes for the procedure. Had extra tubes handy in case the first tube did not work.	15	_____	_____ _____ _____	5. Washed hands and put on gloves.	5	_____	_____ _____
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<b>PERFORMANCE STANDARDS</b> (cont.)	<b>PTS</b>	<b>PTS EARNED</b> (Pass/Fail)	<b>COMMENTS</b>
<b>6.</b> Positioned the patient's arm. The arm with the vein selected for venipuncture should have been extended and in a straight line from the shoulder to the wrist with the antecubital veins facing anteriorly. A towel may have been used to support the arm if the armrest was too low.	5	_____	_____
<b>7.</b> Applied a tourniquet 3-4 inches above the antecubital area of the patient's arm and asked the patient to clench his fist.	5	_____	_____
<b>8.</b> Identified the vein of choice by palpation.	5	_____	_____
<b>9.</b> Released the tourniquet.	1	_____	_____
<b>10.</b> Cleaned the site and allowed it to air-dry. Cleaning should have been done in a circular motion starting from the inside and moving away from the puncture site.	5	_____	_____
<b>11.</b> Assembled the equipment. Screwed the needle into the adaptor and selected the first tube to be drawn. Positioned all items to be used during the procedure within reach. Rested the tube in the back of the adaptor without pushing it into the back of the needle.	15	_____	_____
<b>12.</b> Reapplied the tourniquet, positioning it 3-4 inches above the antecubital space. Made sure it was snug but not tight.	5	_____	_____
<b>13.</b> Did not touch the puncture site.	5	_____	_____
<b>14.</b> Anchored the vein below the puncture site. Then grasped the patient's arm with student's nondominant hand, placing student's thumb 1-2 inches below the puncture site. Using thumb, drew the skin over the vein in the direction of the patient's hand.	15	_____	_____

<b>PERFORMANCE STANDARDS</b> (cont.)	<b>PTS</b>	<b>PTS EARNED</b> (Pass/Fail)	<b>COMMENTS</b>
<b>15.</b> When the vein was securely anchored, aligned the needle with the vein and inserted the needle, bevel up, at an angle of 15 to 30 degrees, depending on the depth of the vein.	15	_____	_____
<b>16.</b> Once the needle was in the vein, pushed the tube into the back of the needle; blood should have started flowing into the tube.	15	_____	_____
<b>17.</b> Did not move the needle when changing tubes. The hand used to hold the needle assembly should have remained braced on the patient's arm while tubes were inserted or removed from the adapter.	15	_____	_____
<b>18.</b> Used tubes in the correct order.	5	_____	_____
<b>19.</b> Made certain to mix tubes gently and promptly. Rotated the tube 8 to 10 times to mix it with the anticoagulant.	5	_____	_____
<b>20.</b> Made certain that each evacuated tube was filled to level appropriate for that tube.	5	_____	_____
<b>21.</b> Released the tourniquet after inserting the last tube.	5	_____	_____
<b>22.</b> Was sure to remove the last tube from the adapter.	5	_____	_____
<b>23.</b> Placed a sterile gauze pad over the needle and quickly withdrew the needle. Did not apply pressure to the puncture site until the needle was completely removed.	5	_____	_____
<b>24.</b> Activated the safety needle.	1	_____	_____
<b>25.</b> Applied pressure with the gauze pad for 1 to 2 minutes (or longer for a patient on anticoagulation therapy).	1	_____	_____

<b>PERFORMANCE STANDARDS</b> (cont.)	<b>PTS</b>	<b>PTS EARNED</b> (Pass/Fail)	<b>COMMENTS</b>
<b>26.</b> Disposed of the needle and holder in a sharps container.	<b>5</b>	_____	_____
<b>27.</b> Labeled the tubes containing samples.	<b>15</b>	_____	_____
<b>28.</b> Examined the puncture site for bleeding.	<b>1</b>	_____	_____
<b>29.</b> Applied a bandage over the puncture site.	<b>1</b>	_____	_____
<b>30.</b> Disposed of all used supplies in appropriate containers.	<b>5</b>	_____	_____
<b>31.</b> Removed your gloves and washed your hands.	<b>5</b>	_____	_____
<b>32.</b> Documented the procedure in the patient's chart.	<b>5</b>	_____	_____

<b>TOTAL POINTS</b>	<b>212</b>		
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**DOCUMENTATION**


**COMMENTS**


Objectives/Competencies/Experiences Evaluated:

1. Demonstrate knowledge of the healthcare delivery system and health occupations.
2. Demonstrate the ability to communicate and use interpersonal skills effectively.
3. Demonstrate legal and ethical responsibilities.
4. Demonstrate an understanding of and apply wellness and disease concepts.
5. Recognize and practice safety and security procedures.
6. Recognize and respond to emergency situations.
7. Recognize and practice infection control procedures.
8. Demonstrate an understanding of information technology applications in healthcare.
9. Demonstrate employability skills.
10. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
11. Apply basic math and science skills.
12. Demonstrate accepted professional, communication and interpersonal skills.
13. Discuss phlebotomy in relation to the health care setting.
14. Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
15. Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
16. Demonstrate skills and knowledge necessary to perform phlebotomy.
17. Practice infection control following standard precautions.
18. Practice accepted procedures of transporting, accessioning and processing specimens.
19. Practice quality assurance and safety.

Documentation:

Instructor tracks skills performed by students on a weekly basis. Documentation is maintained by the instructor. Grades are entered into the Focus student system.

Partner Agreements:

The Phlebotomy Program does not have any partner agreements or on-site employers.

## Practical Nursing Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Passed Practical Nurse 2
- ✓ Successfully completed clinical simulation lab activities

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	PRN0098	Practical Nursing Foundations 1
B	PRN0099	Practical Nursing Foundation 2
	PRN0290	Medical Surgical Nursing 1
	PRN0291	Medical Surgical Nursing 2
	PRN0690	Comprehensive Nursing and Transitional Skills

### Work-based Activities – General Information:

- Setting: Work-based activities are performed at facilities with which formal agreements have been approved
- Supervision: Program instructor possessing appropriate qualifications.
- Activities: Clinical rounds
- Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

### Evaluation and Grading:

The instructor evaluates skills performed by the student. The instructor enters student grades for services performed into the Focus student system.

Practical Nursing Grading Scale		
94 - 100	A	4.0
85 - 93	B	3.0
77 - 84	C	2.0
0 - 76	F*	0.0

<b>Emerald Coast Technical College</b>				<b>S – Satisfactory...Performed without any need for assistance</b>			
<b>Clinical Evaluation</b>				<b>U – Unsatisfactory...Unacceptable, untimely, unsafe practice</b>			
				<b>NI – Needs Improvement</b>		<b>NA – not applicable</b>	
<b>Name:</b>		<b>Facility:</b>		<b>Instructors:</b>			
				Date	Date	Date	Comments
<b>Critical Elements</b>							
Maintains professional appearance with ironed uniform, personal nametag on, shoes clean and white. Prepared with all necessary equipment/supplies. Arrives on time.							
Works well with peers, instructors, physicians, visitors. Relates meaningful & appropriate information to members of health team through proper channels.							
Complete Vital Signs and Head to Toe as assigned and on time. Charts them in the nurses notes correctly using correct spelling & medical terminology.							
Bath, linens, & ADL's changed in a timely manner. Preferably by lunch time.							
Regularly assess & documents patient status. Recognizes & immediately reports new symptoms or significant changes to Instructor or staff nurse.							
Nurses notes completed & reflect all aspects of nursing interventions utilizing correct terminology, spelling, & handed in on time.							
Gathers appropriate information for care plan using the nursing process.							
Checks and carries out MD orders and nursing care correctly. Notifies instructor of all new orders.							
Checks pt ID using two approved methods of verification. Provides patient privacy & maintains confidentiality at ALL time.							
Functions on acceptable level of performance concurrent with normal program progression.							
Follows standard precautions including the performance of hand washing appropriately.							
Meets patient safety & medical needs following hospital policy & procedures, physician orders, and ECTC clinical rules.							
Demonstrates procedures in an organized manner, gathers correct supplies, & uses sterile technique when appropriate.							
Asks for supervision and guidance from Instructor when needed. Does not practice outside of their scope of practice.							
Shows understanding of pt's physiological alterations & exhibits understanding of NSG principles relative to their care. Presents info at pre/post conference when asked.							
Meets the psychosocial needs to include pt advocacy and pt teaching.							
<b>Student's Daily Initials</b>							
Student Signature:				PASS	PASS	PASS	
				FAIL	FAIL	FAIL	
Instructor Signature:				Additional Comments:			

Objectives/Competencies/Experiences Evaluated:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security and emergency procedures.
- 03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 04.0 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic techniques.
- 13.0 Describe the structure and function of the human body.
- 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.
- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.
- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- 26.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 28.0 Develop transitional skills.
- 29.0 Demonstrate employability skills specific to practical nursing.

Documentation:

Instructor tracks skills performed by students on a daily basis. Documentation is maintained by the instructor. Grades are entered into the Focus student system.

**MOU's are located on the S-Drive organized by programs.**

## Web Application Development & Programming Instructional Plan (Emerald Coast Technical College Main Campus)

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Pass HTML5 Chapter 8 Exam
- ✓ Pass CIW Site Development Associate (SDA) Certification Exam
- ✓ Pass JavaScript Specialist Certification Exam
- ✓ Pass Advanced HTML and CSS Certification Exam

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

Course Number	Course Title
CTS0041	Computer Programmer Assistant
CTS0044	Computer Programmer
CTS0034	Web Programmer

### Work-based Activities – General Information:

Setting: Work-based activities are performed on campus.

Supervision: Program instructor possessing appropriate qualifications.

Activities: Diagnose and troubleshoot boot-up, hardware, software issues.

Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Web Application Development and Programming</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

Course Number: CTS0041

Occupational Completion Point: B

Computer Programmer Assistant – 300 Hours – SOC Code 15-1131

15.0 Explore the characteristics, tasks, work attributes, options, and tools associated with a career in software development. – The student will be able to:

15.01 Identify devices, tools, and other environments for which programmers may develop software.

16.0 Demonstrate an understanding of the characteristics, use, and selection of numerical, non-numerical, and logical data types. – The student will be able to:

16.01 Identify the characteristics (e.g., size, limits) and uses of different numerical and non-numerical data types.

16.02 Explain the types and uses of variables in programs.

16.03 Determine the best data type to use for given programming problems.

16.04 Identify the types of operations that can be performed on different data types.

16.05 Evaluate arithmetic and logical expressions using appropriate operator precedence.

16.06 Explain how computers store different data types in memory.

16.07 Demonstrate the difference between "data" and "information".

16.08 Use different number systems to represent data.

16.09 Explain how national and international standards (i.e., ASCII, UNICODE) are used to represent non-numerical data.

16.10	Use Boolean logic to perform logical operations.
17.0	Distinguish between iterative and non-iterative program control structures. – The student will be able to:
17.01	Explain non-iterative programming structures (e.g., if, if/else) and their uses.
17.02	Explain iterative programming structures (e.g., while, do/while) and their uses.
18.0	Differentiate among high level, low level, procedural, object-oriented, compiled, interpreted, and translated programming languages. – The student will be able to:
18.01	Identify the characteristics, uses, and limits of low-level programming languages.
18.02	Identify the characteristics, uses, and limits of high-level programming languages.
18.03	Identify the characteristics, uses, and limits of rapid development programming languages.
18.04	Describe object-oriented concepts.
18.05	Explain the characteristics of procedural and object-oriented programming languages.
18.06	Compare and contrast programming languages that are compiled (e.g., C++), interpreted (e.g., Basic, HTML), and translated (e.g., Java).
19.0	Describe the processes, methods, and conventions for software development and maintenance. – The student will be able to:
19.01	Describe and explain tools used in software development.
19.02	Describe the stages of the program life cycle.
19.03	Describe the on-going need for program maintenance.
19.04	Describe different methods companies use to facilitate program updates for enhancements and defects (e.g., how customers receive patches, updates, new versions, upgrades).
20.0	Describe information security risks, threats, and strategies associated with software development. – The student will be able to:
20.01	Explain the security risks to personal and business computer users.
20.02	Identify different types of threats to computer systems.
20.03	Identify methods to protect against different threats to computer systems.
20.04	Understand the importance of a disaster/emergency response plan.
20.05	Identify alternative methods for data storage and backup (e.g., mirroring, fail-over, high availability, types of backups).
21.0	Design a computer program to meet specific physical, operational, and interaction criteria. – The student will be able to:
21.01	Choose appropriate data types depending on the needs of the program.
21.02	Define appropriate user interface prompts for clarity and usability (e.g., user guidance for data ranges, data types).
21.03	Design and develop program that are designed for efficiency (e.g., less memory

	usage, less inputs/outputs, faster processing).
21.04	Identify the software environment required for a program to run (e.g., operating system required, mobile, Web-based, desktop, delivery method).
21.05	Identify the tools required to develop a program (e.g., editors, compilers, linkers, integrated development environments, application programming interfaces (APIs), libraries).
22.0	Create and document a computer program that uses a variety of internal and control structures for manipulating varied data types. – The student will be able to:
22.01	Use appropriate naming conventions to define program variables and modules (methods, functions).
22.02	Use a program editor to write the source code for a program.
22.03	Write programs that use selection structures (e.g., if, if/else).
22.04	Write programs that use repetition structures (e.g., while, do/while).
22.05	Write programs that use nested structures.
22.06	Use internal documentation (e.g., single-line and multi-line comments, program headers, module descriptions, and meaningful variable and function/module names) to document a program according to accepted standards.
22.07	Compile and run programs.
22.08	Write programs that use standard arithmetic operators with different numerical data types.
22.09	Write programs that use standard logic operators.
22.10	Write programs that use a variety of common data types.
22.11	Write programs that perform data conversion between standard data types.
22.12	Write programs that define, use, search, and sort arrays.
22.13	Write programs that use user-defined data types.
22.14	Demonstrate understanding and use of appropriate variable scope.
23.0	Create and document an interactive computer program that employs functions, subroutines, or methods to receive, validate, and process user input. – The student will be able to:
23.01	Write programs that perform user input and output.
23.02	Write programs that validate user input (e.g., range checking, data formats, valid/invalid characters).
23.03	Write program modules such as functions, subroutines, or methods.
23.04	Write program modules that accept arguments.
23.05	Write program modules that return values.
23.06	Write program modules that validate arguments and return error codes.

23.07	Write interactive programs.
23.08	Write programs that use standard libraries to enhance program function.
23.09	Participate in a peer code review to verify program functionality, programming styles, program usability, and adherence to common programming standards.
24.0	Create a unit test plan, implement the plan, and report the results of testing. – The student will be able to:
24.01	Write a unit test plan that identifies the input data and expected results for program tests.
24.02	Test and debug programs, including programs written by others.
24.03	Write a test report that identifies the results of testing.
24.04	Trace through the function of a program to ensure valid operation.
24.05	Identify the system resources used by the program (e.g., memory, disk space, execution time, external devices).

Course Number: CTS0044

Occupational Completion Point: C

**Computer Programmer – 150 Hours – SOC Code 15-1131**

25.0	Create a project plan for an object-oriented programming project that defines requirements, structural design, time estimates, and testing elements. – The student will be able to:
25.01	Write a project plan for completion of a project that includes gathering program requirements, developing the program, and testing it.
25.02	Write a program requirements document that identifies business purpose, functional requirements, system requirements, and other common components of a requirements document.
25.03	Design an object-oriented program using UML or another standard design methodology.
25.04	Work with other team members to develop a project plan for a program.
25.05	Work with other team members to write a design document for a program with multiple functions and shared data.
25.06	Participate in design meetings that review program design documents for conformance to program requirements.
25.07	Estimate the time to develop a program or module.

Course Number: CTS0034

Occupational Completion Point – D

Web Programmer – 450 Hours – SOC Code 15-1131

26.0	Demonstrate proficiency using HTML and XHTML to create web content. — The student will be able to:
26.01	Use storyboarding techniques for designing a Web site (e.g., linear, hierarchical).
26.02	Identify elements of a Web page.
26.03	Create Web pages using HTML and XHTML tags that create basic elements (e.g., links, lists, formatted text, tables).
26.04	Create Web pages that utilize tables to achieve complex layout.
26.05	Add graphic content to Web pages.
26.06	Create Web pages that utilize client-side image maps.
26.07	Develop, integrate, and apply the use of forms in Web site design.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Instructor tracks services performed by students on a daily basis. Students document services performed on the Work Order Form. The form is submitted electronically to the instructor via Edmodo. Documentation of completed work orders is maintained by the instructor. Grades are entered into the Focus student system.

Web Application Development and Programming Work Order Form:**Information Technology****Work Order***Please complete and print ALL information. Each item is required.***Building Number:** Select One**Technician:****Room Number:****Supervisor:****Location in Room** *(Be specific):***Date Received:** [Click here to enter a date.](#)**Model Name/Number:****Time Started:****Serial # (Service Tag):****Date Completed:** [Click here to enter a date.](#)**Walton County Property #:****Time Completed:****Problem** *(including error message):***Tools & Instruments Used:****Reported By:****Software Utilized:****Date Reported:****\*MARK ALL THAT APPLY\***☐ Hardware Installation☐ Upgrade☐ Troubleshooting☐ Warranty Call-in☐ Multimedia☐ Routine Maintenance☐ Software Installation☐ Other**If other was marked provide a description** *(Be specific):* [Click here to enter text.](#)**Database Entry:** Select One**Warranty Status:** Select One**Delivery Information/Confirmation #:****Results****Certification Objective(s):** A+

## Technology Work Order Rubric

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Troubleshooting Task: \_\_\_\_\_ Location: \_\_\_\_\_

Reported By: \_\_\_\_\_ Customer Service Follow-up With: \_\_\_\_\_

Program Name: Web Application Development and Programming

### Evaluation Rubric

#### Site Changes – 50 points max

##### Points:

- 50 100% completion of site changes.
- 30 Partial completion of site changes.
- 0 Did not complete site changes.

#### Professionalism and Customer Service – 35 points max

##### Points:

- 35 Student was professional. Excellent customer service.
- 15 Improvement in customer service needed.
- 0 Student was not professional. Poor customer service.

#### Documentation – 15 points max

##### Points:

- 15 100% complete documentation
- 5 Missing 1 field on technology work order documentation or incorrect file name.
- 0 Missing more than 1 field on technology work order documentation.

Task Number and Description	Points	Comments/Notes
Site Updates		
Professionalism and Customer Service		
Documentation		

## **Welding Technology Instructional Plan (Emerald Coast Technical College Main Campus)**

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Lab Activities
- ✓ Pass module exam associated with each course prior to completing the work-based activity associated with the course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	PMT0070	Welder Assistant 1
	PMT0071	Welder Assistant 2
B	PMT0072	Welder, SMAW 1
	PMT0073	Welder, SMAW 2
C	PMT0074	Welder

### Work-based Activities – General Information:

- Setting:** Work-based activities are performed on campus. All activities take place at Emerald Coast Technical College, Building 100
- Supervision:** Program instructor possessing appropriate qualifications.
- Activities:** Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of the program.
- Safety:** Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Welding Technology</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

- 01.0 Demonstrate an understanding and apply workplace safety and workplace organization skills.
- 02.0 Demonstrate basic knowledge of industrial and manufacturing processes.
- 03.0 Describe and identify metals and their properties accurately.
- 04.0 Demonstrate and apply basic knowledge of drawing and interpreting AWS welding symbols.
- 05.0 Apply basic oxyfuel gas cutting principles and practices.
- 06.0 Create a product using basic oxyfuel gas cutting principles and practices.
- 07.0 Apply intermediate oxyfuel gas cutting principles and practices.
- 08.0 Demonstrate plasma arc cutting principles and practices.
- 09.0 Demonstrate a basic understanding of shielded metal arc welding (SMAW).
- 10.0 Create a product using basic shielded metal arc welding (SMAW) principles and practices.
- 11.0 Apply basic shielded metal arc welding (SMAW) skills.
- 12.0 Demonstrate and apply Carbon Arc Gouging (GAC) principles and practices.
- 13.0 Apply visual examination skills.
- 14.0 Create a product using Carbon Arc Gouging and basic shielded metal arc welding (SMAW) principles and practices.
- 15.0 Demonstrate an understanding of employability skills and career opportunities related to the welding industry.
- 16.0 Apply intermediate shielded metal arc welding (SMAW) skills.
- 17.0 Create a product using intermediate shielded metal arc welding (SMAW) principles and practices.
- 18.0 Apply basic gas metal arc welding (GMAW) skills.
- 19.0 Apply intermediate gas metal arc welding (GMAW) skills.
- 20.0 Apply basic flux-core arc welding (FCAW) skills.
- 21.0 Apply intermediate flux-core arc welding (FCAW) skills.
- 22.0 Apply basic gas tungsten arc welding (GTAW) skills.
- 23.0 Apply intermediate gas tungsten arc welding (GTAW) skills.
- 24.0 Demonstrate and apply basic pipe welding principles and practices.



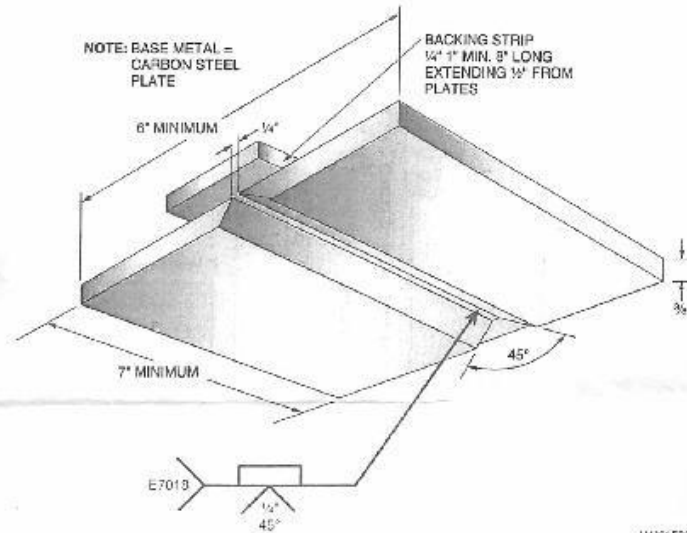
Sample work-based learning activity form:

## PERFORMANCE ACCREDITATION TASKS

Module 29111-09

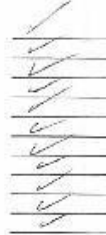
**V-GROOVE WELD WITH BACKING  
IN THE OVERHEAD (4G) POSITION**

Using  $\frac{1}{8}$ ",  $\frac{3}{16}$ ", or  $\frac{1}{4}$ " E7018 electrodes, make a V-groove weld with steel backing on carbon steel plate in the overhead position as indicated.

**Criteria for Acceptance:**

- Uniform rippled appearance on the bead face
- Craters and restarts filled to the full cross section of the weld
- Uniform weld size  $\pm \frac{1}{4}$ "
- Acceptable weld profile in accordance with AWS D1.1
- Smooth transition with complete fusion at the toes of the weld
- No porosity
- No excessive undercut
- No overlap
- No inclusions
- No cracks
- Acceptable guided bend test results per AWS QC-10: 2004

THICKNESS



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PERFORMANCE ACCREDITATION TASKS — MODULE 29111-09

## **Welding Technology – Advanced Instructional Plan (Emerald Coast Technical College Main Campus)**

### Requirements:

Students in this program are required to complete the following prior to participation in instructor supervised work-based learning activities:

- ✓ Complete Lab Activities
- ✓ Pass module exam associated with each course prior to completing the work-based activity associated with the course.

### Program Structure:

Work-based learning activities are offered in the following courses located within the program's curriculum framework:

OCP	Course Number	Course Title
A	PMT0075	Advanced Welder 1
B	PMT0076	Advanced Welder 2

### Work-based Activities – General Information:

Setting: Work-based activities are performed on campus.

Supervision: Program instructor possessing appropriate qualifications.

Activities: Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of the program.

Safety: Safety instruction is provided to all students. Instructor verifies students adhere to appropriate safety measures while performing the services.

Evaluation and Grading:

The instructor evaluates all services performed by the student. The instructor enters student grades for services performed into the Focus student system.

<b>Welding Technology-Advanced</b>			
93 - 100	A	4.0	
84 - 92	B	3.0	
70 - 83	C	2.0	
0 - 69	F	0.0	

Objectives/Competencies/Experiences Evaluated:

- 01.0 Apply intermediate shielded metal arc welding (SMAW) pipe welding (Class-B Pipe Welder) skills.
- 02.0 Apply and understand fabrication techniques using pipe fitting techniques.
- 03.0 Apply advanced gas-tungsten arc welding (GTAW) pipe skills.
- 04.0 Apply advanced gas-tungsten arc welding (GTAW) and shielded metal arc welding (SMAW) heavy-wall pipe skills.
- 05.0 Apply emerging welding technologies.

Partner Agreements:

The program does not have any partner agreements or on-site employers.

Documentation:

Students document activities for each work-based task. The instructor tracks work-based activities performed by students. Work-based documentation is maintained by the instructor. Grades are entered into the Focus student system.

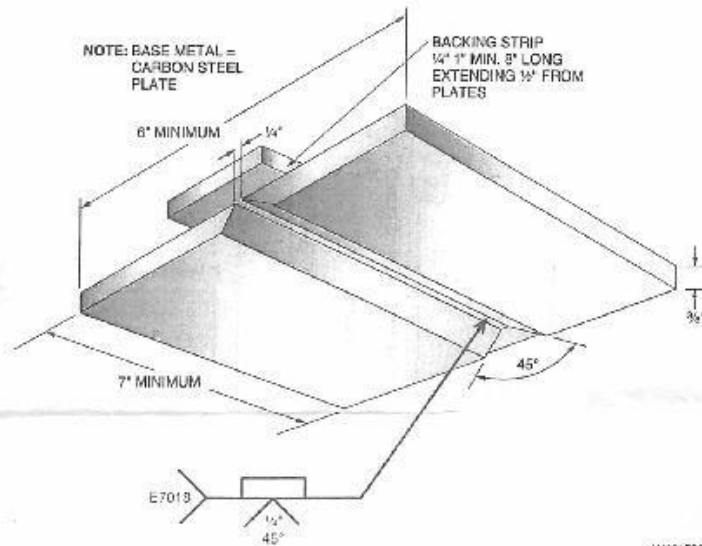
Sample work-based learning activity:

PERFORMANCE ACCREDITATION TASKS

Module 29111-09

**V-GROOVE WELD WITH BACKING  
IN THE OVERHEAD (4G) POSITION**

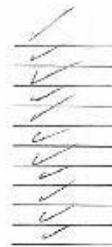
Using  $\frac{1}{8}$ ",  $\frac{1}{4}$ ", or  $\frac{3}{16}$ " E7018 electrodes, make a V-groove weld with steel backing on carbon steel plate in the overhead position as indicated.



**Criteria for Acceptance:**

- Uniform rippled appearance on the bead face
- Craters and restarts filled to the full cross section of the weld
- Uniform weld size  $\pm \frac{1}{16}$ "
- Acceptable weld profile in accordance with AWS D1.1
- Smooth transition with complete fusion at the toes of the weld
- No porosity
- No excessive undercut
- No overlap
- No inclusions
- No cracks
- Acceptable guided bend test results per AWS QC-10: 2004

THICKNESS



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PERFORMANCE ACCREDITATION TASKS — MODULE 29111-09

## Grading Scale

		Total Number of Problems / Questions																													
		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Number Correct	1	33	25	20	17	14	13	11	10	9	8	8	7	7	6	6	6	5	5	5	5	4	4	4	4	4	4	3	3	3	
	2	67	50	40	33	29	25	22	20	18	17	15	14	13	13	12	11	11	10	10	9	9	8	8	8	7	7	7	7	7	
	3	100	75	60	50	43	38	33	30	27	25	23	21	20	19	18	17	16	15	14	14	13	13	12	12	11	11	10	10	10	
	4		100	80	67	57	50	44	40	36	33	31	29	27	25	24	22	21	20	19	18	17	17	16	15	15	14	14	13	13	
	5			100	83	71	63	56	50	45	42	38	36	33	31	29	28	26	25	24	23	22	21	20	19	19	18	17	17	17	
	6				100	86	75	67	60	55	50	46	43	40	38	35	33	32	30	29	27	26	25	24	23	22	21	21	20	20	
	7					100	88	78	70	64	58	54	50	47	44	41	39	37	35	33	32	30	29	28	27	26	25	24	23	23	
	8						100	89	80	73	67	62	57	53	50	47	44	42	40	38	36	35	33	32	31	30	29	28	27	27	27
	9							100	90	82	75	69	64	60	56	53	50	47	45	43	41	39	38	36	35	33	32	31	30	30	30
	10								100	91	83	77	71	67	63	59	56	53	50	48	45	43	42	40	38	37	36	34	33	33	33
	11									100	92	85	79	73	69	65	61	58	55	52	50	48	46	44	42	41	39	38	37	37	37
	12										100	92	86	80	75	71	67	63	60	57	55	52	50	48	46	44	43	41	40	40	40
	13											100	93	87	81	76	72	68	65	62	59	57	54	52	50	48	46	45	43	43	43
	14												100	93	88	82	78	74	70	67	64	61	58	55	54	52	50	48	47	47	47
	15													100	94	88	83	79	75	71	68	65	63	60	58	56	54	52	50	50	50
	16														100	94	89	84	80	76	73	70	67	64	62	59	57	55	53	53	53
	17															100	94	89	85	81	77	74	71	68	65	63	61	59	57	57	57
	18																100	95	90	86	82	78	75	72	69	67	64	62	60	60	60
	19																	100	95	90	86	83	79	76	73	70	68	66	63	63	63
	20																		100	95	91	87	83	80	77	74	71	69	67	67	67
	21																			100	95	91	88	84	81	78	75	72	70	70	70
	22																				100	96	92	88	85	81	79	76	73	73	73
	23																					100	96	92	88	85	82	79	77	77	77
	24																						100	96	92	89	86	83	80	80	80
	25																							100	96	93	89	86	83	83	83
	26																								100	96	93	90	87	87	87
	27																									100	96	93	90	90	90
	28																										100	97	93	93	93
	29																											100	97	97	97
	30																														100

## Glossary

COE	Council on Occupational Education
CSIT	Computer Systems & Information Technology
ECTC	Emerald Coast Technical College
FLDOE	Florida Department of Education
Framework	Curriculum outline including program standards and objectives that are both academically integrated and responsive to business and industry
OCP	Occupational Completion Point
Partner agreement	Written agreement with work-based learning partner
PBL	Project-Based Learning
SOC	Standard Occupational Classification
Work-based learning	Structured learning activities conducted in supervised work settings external to the institution or in a setting that involves the public.