

FLINT HILLS TECH COLLEGE

POWER PLANT TECHNOLOGY PROGRAM

WORK IN EDUCATION MODEL

Industry	Education
Site Specific Activities	
Stretch at Beginning of Shift	Mental Stretch at beginning of class
Shift turnover report	Ticket out the door (Check on Understanding)
Card-in/Sign timesheet	Sign-in for Attendance, Timeliness
Pre-Job Brief	Pre-Job Assignment Check
Questioning attitude	Interactive lecture and lab
Attendance: Personal and Sick Days	Student allowed Personal Time Off "PTO" for each course(<25%). Must call in before class begins.
Paycheck	Daily Performance Points for meeting expectations
Apprentice Training	
Apprentice Evaluation	Pre-Apprentice Assessment(Self and Instructor) Safety Leadership Productivity Teamwork Initiative Communication Attendance
Qualifications earned <ul style="list-style-type: none"> • Must be passed at 70 or 80% • Two attempts allowed • Checklist of skills 	Each section is assessed as a qualification <ul style="list-style-type: none"> • Must be passed at 70% • Two attempts allowed on formative quizzes and tests, one attempt on final <ul style="list-style-type: none"> ○ Attempt occurs after study session with instructor • Based upon objectives
OJT and Classroom	Lab and Lecture
Quality workmanship	Use formative assignments and quizzes to address gaps in understanding and performance

PPT Expectations and Professional Characteristics

Preparing to excel in a professional career in the power generation and distribution industry involves more than acquiring technological knowledge and expertise. The Flint Hills Technical College Power Plant Technology Program is committed to bring practical professional attributes into the learning environment to complement the technical topics. This document contains elements that will be included in your personal performance assessment. The underlined items are expectations that will negatively affect your grade when not met.

- Safety
 - Understand and apply safety rules at all times
 - Implement the safest option at each opportunity
 - Readily accept and give coaching regarding safe behaviors
- Professionalism
 - Exhibit a professional demeanor – self identity
 - Use precise technical language
 - Use respecting and professional language
 - Dress appropriately
 - No tobacco use in the building – includes smokeless
 - Practice Housekeeping – Keep areas clean and organized
 - Personal business only conducted during non-class times – Cell Phones off
- Leadership
 - Model enthusiasm and responsibility for training preparation and involvement - Personally focus on getting the most from every activity , and not just performing for the grade
 - Encourage your classmates and take action that supports overall class success and the success of others as well as yourself
- Productivity
 - Complete all assignments safely and on time with high quality workmanship
 - Participate in the Performance Assessment showing understanding of personal strengths and weaknesses
 - Achieve personal best as seen in formative assessment scores, with none less than 70%
- Teamwork
 - Eager to assist others
 - Promote positive attitude in class
 - Carry your share of the load in activities – no social loafing

- Initiative
 - Strive to improve all skills and knowledge
 - Prepare in advance for all training activities
 - Regularly check student e-mail
 - Develop and use a questioning attitude that is evident in ensuring personal understanding and in suggesting improvement opportunities
- Communication
 - Clearly and concisely communicate with others
 - Display good listening skills
 - completely hear others comments
 - listen to understand, not to merely object
 - Use clarifying questions
- Attendance
 - Attend all scheduled classes
 - Personal Time Off (PTO) exists for each course to allow for sickness and emergencies. PTO is never to exceed 25% of scheduled class or 4 sessions, whichever is less
 - Instructor must be informed BEFORE class begins if you not able to attend or will be arriving late
 - If PTO is taken, assignments and assessments are due the next class period, unless previously arranged with the instructor
 - Messages to communicate PTO are accepted at instructor's extension, by e-mail, or by physical note left at the instructors office

When expectations are not met:

- Daily Performance points will be deducted
- Notes will be recorded on performance assessment form
 - Repeated 2 or 1 ratings may result in removal from course/program
 - Affects recommendations
- Assignments not turned in on due date, or arranged through PTO, will receive 75% of earned credit
- Absence not turned in as PTO will result in:
 - All assignments and assessments will receive 75% of credit earned
 - Two absences (not PTO) will result in removal from course
- Arrange study session to prepare for and retake formative assessments below 70%

I agree to meet all expectations as described. X _____

Print _____

Power Plant Technology

Pre-Apprentice Assessment Form

Student _____

Instructor _____ Date _____

Apprentice	Instructor	Safety
4	4	Correctly understands and applies applicable safety rules and safe work procedures at all times.
3	3	Actively learning applicable safety rules and work procedures by asking questions to gain understanding.
2	2	Does not understand and cannot apply safety rules and safe work procedures, does not asks questions to gain understanding.
1	1	Does not follow safety instructions from coworkers that are trying to teach them how to work safely.
NA	NA	Not observed

Apprentice	Instructor	Professionalism
4	4	Demeanor and Communication show respect for personnel and technical learning. Areas are kept clean and orderly. Maintains constant focus on the training and the task at hand. Personal business does not intrude into the training environment, excepting emergencies. Models proper behavior, appearance, and attitude.
3	3	Follows class rules. Few issues with housekeeping. Does not express views that might be disrespectful for persons, training, or the task at hand.
2	2	Follows class rules while others are watching. Uses slang words for technical information or actions. Voices opinions that others could view as inappropriate. Has to be reminded to keep up with housekeeping. Distracted at times by personal business.
1	1	Requires repeated correction with regard to classroom rules, attention to details, and is often distracted from the topic or task at hand. Attends to personal business during the training. Displays a lack of respect for persons, the training, or tasks to complete. Leaves areas with housekeeping undone.
NA	NA	Not observed

Apprentice	Instructor	Leadership
4	4	First person ready to learn and train, last person to stop working/training, always prepared for the task at hand with the tools and materials required. Doesn't make excuses for actions, willingly accepts responsibility for actions. Displays and encourages a positive attitude.
3	3	Is prepared for training and instruction when it's time to start, follows program policies and procedures.
2	2	Lags behind, waits for others to start working before they start working, first person to stop work, requires prodding to keep working, doesn't follow policies or procedures for down-time or instructional time.
1	1	Is rarely ready to work/learn when it's time to start. Does not accept personal responsibility for actions.
NA	NA	Not observed

Apprentice	Instructor	Productivity
4	4	Good training and workmanship, completed assigned tasks with attention to details. Accomplishes tasks ahead of or before peers.
3	3	Acceptable performance during training and work submitted manages time adequately, needs minimal instruction or observation to accomplish assigned task.
2	2	Lacks attention to details, spends too much time trying to figure out tasks, and needs to seek help sooner. Struggles to manage time efficiently and use available resources to seek improvement or understanding.
1	1	Unacceptable workmanship, assignments, work/training often needs redone or fixed. Requires constant supervision/observation to prevent them from losing focus, distracting others or failing to accomplish a task.
NA	NA	Not observed

Apprentice	Instructor	Teamwork
4	4	Doesn't complain about tasks, training or assignments, eager to assist others, volunteers to do more than their share of work in team environments, positive attitude.
3	3	Assists others without being asked or told, willing to do their share of work with complaint, listens to others, follows instructions, ask appropriate questions to gain better understanding.
2	2	Does help others but needs to be asked to do so. Avoids work if able to do so. Struggles to listen to details, needs to spend more time listening than talking when given tasks/training.
1	1	Fails to assist others with assignments, training, and tasks. Negative attitude when assigned group work or assignments, rude and unpleasant with fellow pre-apprentice peers and others.
NA	NA	Not observed

Apprentice	Instructor	Initiative
4	4	Understands the tasks required and what's needed. Can explain and answer most questions to instructor and to others. Prepares in advance for training requirements. Keeps current with e-mails.
3	3	Is learning the work, training, and tasks assigned, asks questions that help gain better understanding, not afraid to try new assignments.
2	2	Understands some of assigned work/tasks needed but seldom asks questions to confirm understanding. Does minimum required to meet minimum standard.
1	1	Doesn't understand what's going on, doesn't ask questions, doesn't know what tools or materials are required for assignments, does not ask to get better understanding.
NA	NA	Not observed

Apprentice	Instructor	Communication
4	4	Clearly and concisely communicates to others, thinks before speaking, listens completely to others comments or questions before responding.
3	3	Listens attentively when being instructed, asks questions about the task to confirm understanding of task, keeps supervisors informed of problems as they arise.
2	2	Easily distracted when being instructed, doesn't ask enough questions to confirm accurate understanding of tasks, doesn't keep peers or supervisors informed of problems as they arise. May use profanity in training.
1	1	Refuses to listen when being instructed, unwilling to accept constructive feedback from others. Discussions are inappropriate for training.
NA	NA	Not observed

Apprentice	Instructor	Attendance
4	4	Follows attendance expectations with little or no use of PTO. Arrives early enough to always be ready to go, and stays until all benefits from the training are realized.
3	3	All absences or tardy arrival are covered by PTO. All assignments were delivered in accordance with the attendance policy.
2	2	One absence or tardy arrival was not covered by PTO. Some assignments were late as related to absences or use of PTO.
1	1	Two absences without PTO.
NA	NA	Not observed

Instructor Comments:

Student Comments:

My instructor has reviewed and discussed the performance assessment form with me. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with it. If I disagree with my review, I have provided an explanation of the specific areas of disagreement in the space above or on a separate page.

Student Signature _____ Date _____

Instructor Signature _____ Date _____