FACULTY/STAFF HANDBOOK

2017 - 2018

WASHBURN
U N I V E R S I T Y
INSTITUTE OF TECHNOLOGY

Washburn Institute of Technology
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INTRODUCTION

MISSION STATEMENT

Washburn Tech delivers innovative educational training opportunities to enhance the lives of individuals and strengthen the communities we serve.

CORE VALUES

At Washburn Tech, we value:

- **Accountability:** Adopting clear goals and expectations and certifying when goals and expectations have been met or exceeded.
- **Collaboration:** Working with business and industry leaders to transform students into valued employees with the necessary skills to drive the workforce and economy.
- **Excellence:** Seeking to consistently exceed expectations of our constituents
- **Innovation:** Embracing teaching and learning strategies that engage and challenge students and result in a transformative educational experience.
- **Integrity:** Maintaining the essential inner voice of self-control in all we do.
- **Respect:** Exhibiting an atmosphere in which all constituent members are held in esteem and are treated considerately, kindly, and courteously with appreciation for his or her contributions.

HISTORY OF WASHBURN TECH

Technical education in Northeast Kansas began during World War II when Topeka High School established Topeka Trade School in 1941. In addition to machine shop and auto mechanics courses, the school eventually provided wartime and civil service training for Topeka Army Air Field personnel as well as pre-induction training for students bound for military service.

Founded as Northeast Kansas Vocational Technical School in 1964, the school was renamed Kaw Area Vocational Technical School in 1967, followed by Kaw Area Technical School in 1992. In 2008, the management of the school shifted from Topeka Unified School District 501 Board of Education to be operated as a unit administered by Washburn University and governed by its Board of Regents.

Today, operating as Washburn Institute of Technology, it is the managing partner of a consortium of 17 member school districts and serves as a national model for the true partnership between technical education and traditional university.

Washburn Tech offers 38 programs in five divisions and graduated 944 students in 2015-2016. It also serves the community by providing state-of-the–art technical training to business and industry.

GENERAL INFORMATION

INSTITUTION ACCREDITATION

Under the Kansas Board of Regents, all post-secondary institutions must be accredited by an approved agency to verify that the institution is qualified to provide educational opportunities as an institution and in programs. As of October 29, 2008, Washburn Institute of Technology (Washburn Tech) is accredited under Washburn University.

Washburn University is accredited or approved by the Higher Learning Commission - a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604.

WASHBURN UNIVERSITY POLICIES, REGULATIONS, & PROCEDURES MANUAL

The following policies and procedures are defined in the Washburn University Policies, Regulations & Procedures Manual.

http://www.washburn.edu/faculty-staff/human-resources/wuprpm/general-topics.html

- Equal Educational and Employment Opportunity
- Sexual Harassment and Harassment Policy
- Drug-Free Work Place
- Smoke-Free Work Place
- Alcoholic Liquor and Cereal Malt Beverage
- Conflict-of-Interest
- Internal Audits
- Sensitive Information Protection and Identity Theft Prevention

EQUAL EMPLOYMENT AND EDUCATION OPPORTUNITY

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all.

Washburn Tech Building Hours (typical* building hours):

Monday – Friday   6 a.m. to 10:30 p.m.

Saturday**   6 a.m. to 2:30 p.m.

Sunday**   CLOSED

*Excludes holidays, or inclement weather days.

**Please contact Keith Jackson at 785-806-4199 if you plan to work weekend hours.

Smoking - http://www.washburn.edu/current-students/services/files/student-handbook.pdf

INSTRUCTIONAL POLICIES AND PROCEDURES

TECHNICAL PROGRAM INSTRUCTIONAL DAY

Instructors on Duty   **7:30 a.m.**

Morning Classes Begin   **8 a.m.**

Informal Break may be taken at the discretion of the program instructor – maximum 15 minutes.

Morning Class Dismissal   **11:10 a.m.**

Lunch   **11:10 a.m. – 11:40 a.m.**

Afternoon Classes Begin   **11:45 a.m.**

Informal Break may be taken at the discretion of the program instructor – maximum 15 minutes.

Afternoon Class Dismissal   **2:55 p.m.**

Professional Duties Conclude   **4:30 p.m.**

Instructors are to adhere to start, dismissal, and informal break times.

In-service or professional development schedules may vary from an instructional day schedule; advance notice will be sent out to instructors of these schedule times.

Assessment of Student Learning

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.
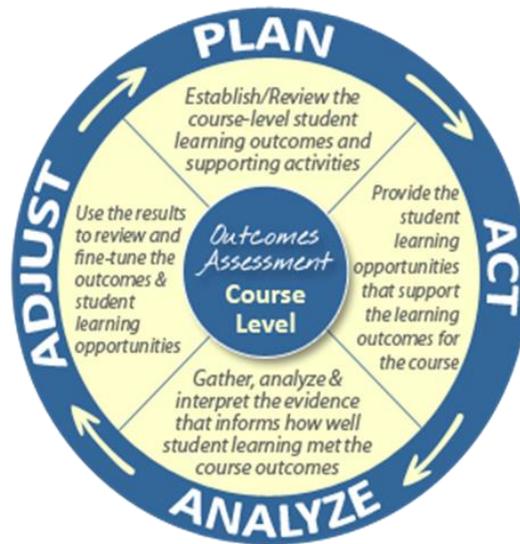
Classroom-Level Assessment:

A. Classroom assessment is an assessment activity conducted by the individual instructor in his/her classroom as follows:
   a. Assessment is choice of instructor
   b. Selected to assess the particular SLO or competency

B. Instructor may assess
   a. Classroom lecture
   b. Reading assignment
   c. Skill demonstration
   d. An entire chapter/unit

C. Assessment informs instruction
   a. Instructor reviews
   b. Determines student knowledge
   c. Plans for future instruction
   d. Shares/discusses adjustments/changes with team of instructors

Classroom Assessment Techniques (CATs):

        i. Provides instructors with wealth of meaningful information about student learning.

       ii. Information may be used to effect real-time adjustments designed to improve student learning.

     iii. Lay the foundation for understanding assessment in the broader perspective.

Ongoing discussions with instructors/admin within program

Course-Level Assessment:

A. Assessment of student learning as it occurs through the duration of a course by:
        i. PSLOs
       ii. Competencies

B. Focus on assessments

        i. Assessment calendar
       ii. Assessment plan.
           1. Formative/Summative
           2. Direct/Indirect
     iii. Collection of data

Program Level:

A. Determine overall student learning from a mixture of direct/indirect measures
    a.   Direct
        i. Built on existing Class and Course-Level assessment
    b. Indirect
        i. Survey questioning students about their academic preparation at Washburn Tech
    c. Collection of data

Competency Profiles:

Washburn Tech programs are competency based and credit is awarded based on demonstrated proficiency rather than seat time. Technical instructors track progress of each student using individual competency profiles. Completers must attain a rating of three on 80% or more of the assessed competencies on the Competency Profile.

> The standard scale is as follows:
>
> **4 - Skilled** – performs task with no additional training
>
> **3 - Moderately skilled** – performs task during training program; limited additional training may be required
>
> **2 - Limited skill** – performs task during training program; additional training is required to develop skill
>
> **1 - Exposed to content** – familiar with process; no opportunity to develop skill
>
> **0 - No exposure** – not covered

Make-Up Work

Each instructor is responsible to communicate to students the program/course policy regarding the availability of make-up work. The policy **must** be included in the program syllabus and course syllabi. At least one-half of all make-up work must be accomplished on campus, in the lab or shop.

Telephones and Electronic Devices

The use of cell phones and other electronic technology by students in class is at the discretion of the instructor.

Instructor Evaluation

The evaluation process includes classroom visits, self-evaluation, and an administrative evaluation. The process starts in September. Forms are included in the forms section of this document. Instructors, who have been teaching at Washburn Tech for more than three years, will be evaluated every third year. New instructors will be evaluated every year for the first three years. The administration reserves the right to increase the frequency of evaluations with due cause.

Division Meetings

Division meetings will, primarily, be held during the designated professional development sessions scheduled periodically throughout the year. Special meetings will be announced on an "as needed" basis and may require instructor attendance.

Professional Development

Professional development opportunities, including conferences, workshops and industry meetings, are encouraged to increase skills, knowledge, and connection with business and industry. All professional activities must be pre-approved, and must be submitted at least two weeks in advance, to allow time to arrange a substitute in the classroom/lab. In addition to personal professional development, instructional professional development is scheduled on a monthly basis. Instructors are required to attend. Arrange all appointments around scheduled professional development dates.

See Policy on Leave/Travel for travel request procedure and reimbursement of expenses.

CTEL (Center for Teaching and Learning)

CTEL offers workshops, webinars, teaching circles, NEW Faculty orientations and many other professional development opportunities. Faculty on the Tech campus are encouraged to attend events on this campus and on the 17th street campus. For more information visit http://www.washburn.edu/faculty-starr/ctel/index.html or speak to the CTEL at Tech Coordinator.

PROGRAM & DEPARTMENT PROTOCOLS

Field Trips

All field trip forms must be submitted, at least a week prior to the field trip, and given to the Associate Dean for approval. Lead time and proper notification of home high schools is very important. Field trips can be an enhancement to the learning process. Advanced planning by the instructor will help ensure a successful field trip.

- Expenses must be approved before any commitment is made.
- With the availability of different industries and businesses in the Topeka area, field trips outside of Topeka are discouraged.
- The *Field Trip* request form should be completed at least one week prior to the trip and submitted to the Associate Dean for Instruction for approval.
- Notify Student Services so high schools/parents are informed. All high school students must complete a permission form.   Secondary students *must* have a parent signature and signature of their high school principal or counselor to participate.
- A copy of the driver's license and current insurance card for students driving to a field trip site must be on file. Insurance must be valid for a post-secondary student to drive. If a secondary student must drive, a *parent permission* form must be completed. If a secondary student rides with a post-secondary student, a parent permission form must be completed.
- A list of students going on the field trip must be filed with the Associate Dean for Instruction in advance.
- Notify the Instruction Administrative Specialist to arrange transportation.

Off-Campus Conduct

All instructors and staff should maintain a professional behavior whether

On Campus
At clinical sites
During

On campus, at clinical sites, at business visits, speaking with vendors, partners or community members, at conferences or other work related events. Behaviors not be tolerated include, whether made in person or through technologies (cell phone, text messages, social media posts or e-mail), but are not limited to bullying, harassment, intimidation, undermining student or staff safety by withholding information or dereliction of duties, or making offensive comments.

Washburn Tech Activities

Any department open houses, graduations, or other school-sponsored activities must be cleared through the Dean prior to the event. All activities should be coordinated with the Washburn Tech marketing department. Early notification is strongly encouraged.

Program Advisory Committees

Each instructional program must have a program advisory committee to be eligible for Carl Perkins funding. The Associate Dean for Instruction is the supervisor/coordinator of the information and activities related to program advisory committees. Each instructor must have a minimum of two advisory meetings a year. The initial advisory meeting is to be held, and minutes turned in to the administrative assistant' prior to Thanksgiving break. The second advisory meeting must be prior to spring break.

A minimum of six business people should participate in the program advisory committee. A quorum, 2/3 or 67%, of committee members must be in attendance to qualify as a valid meeting.

- Coordinate all meetings with the Associate Dean for Instruction. There will be a minimum of six members on each advisory committee. A copy of all advisory committee documents must be filed with the Associate Dean for Instruction and a copy must be sent to the Grant Facilitator. It is required to document discussions and proposed actions and/or program curriculum modifications decided at the meeting. The Associate Dean for Instruction will review the minutes.
- The advisory committee list will be reviewed, annually, for accuracy.

Program Parties/Food

Instructors must obtain approval from administration for any class activity that may be called "a party" involving food and drink or any non-food and drink activity. No food or drink is permitted in the vicinity of computers or program equipment.

Technical Library

Technical materials are located in each program area. Instructors are expected to maintain an inventory of this material and should keep abreast of new materials. When library additions are needed, a purchase request must be submitted to the Associate Dean for Instruction.

EMPLOYEE ABSENCE/LEAVE PROCEDURES

Instructor Absences

If it is necessary for you to be absent from your instructional assignment, please contact the proper administrative personnel as early as possible. It is very important that you have <u>detailed</u> lesson plans and attendance sheets ready for your substitute. In most cases, the substitute instructors will pick up keys from the Administrative Office.

When you know you are going to be absent, please call, or text, the person and number listed below, **the night before,** or in the morning between 5:45 a.m. and 6:30 a.m.

Instructors notify:

      Clayton Tatro   785-670-3331

Health Occupation Instructors notify:

      Belinda Eckert   785-670-3480

          or

      Clayton Tatro   785-670-3331

If you know that you will be absent the following day, notify your supervisor as soon as possible.

Staff Absences

Classified staff, administrators, department heads and other support staff should notify their immediate supervisor as early as possible if it is necessary for you to be absent.

Administrators and staff reporting directly to the Dean
    Clark Coco   785-670-3321

Admissions/Recruiting Staff
    TBT   785-670-3342

Advantage Center Staff
    Mandy Cox   785-670-2601

Business Office, Warehouse Staff
    Clark Coco   785-670-3321

Custodial/Maintenance Staff
    Keith Jackson   785-806-4199

KanTRAIN Staff
    Clayton Tatro   785-670-3331

Student Services Staff
    Mark Wilson   785-670-3357

Employee Leave Requests

To use personal leave, please complete an Employee Leave Request form and obtain supervisor approval. Once approved, the pink copy is the employee copy, the yellow is the supervisor copy and the white should go to Margo Stewart, who will add the leave to the employee leave calendar.

Non-Instructional Staff Evaluations

Each staff member is on probation for their first six months of employment and will be evaluated on their performance at that point. Thereafter, the evaluation process is annually.

Jury Duty Procedure

Internal Tracking:

1. Employee is required to bring a copy of the Jury Duty summons to Margo Stewart AW137.
2. All paperwork related to Jury Duty (or witness participation) is kept at Washburn Tech.

<u>Time Sheet:</u>

1. Employee **will not** record hours absent as a result of Jury Duty when entering time online. Time entered will reflect regular employee hours.
2. Employee will keep any reimbursement they receive from the government as a result of serving on Jury Duty.
3. Employee will make note of any Jury Duty service in the "Comments" section.

STUDENT PROTOCOLS AND REPORTING

Attendance Policy/Tardiness and Attendance Reporting

Washburn Tech staff place emphasis on punctuality and attendance. Benefits of regular attendance include improved employability and increased chances to receive scholarships and financial aid. Nearly all employers are interested in the school attendance of job applicants. Attendance at school is indicative of future attendance on the job. Irregular attendance is the cause most frequently given by instructors for unsatisfactory progress in courses. Students should make every effort to arrange appointments with doctors and other personal business at a time when course are not in session.

Due to the nature and requirements of technical education programs, students must comply with the attendance policy outlined in each division syllabus to be in good-standing. At a minimum, programs should expect 90% attendance from students.

Instructors maintain all attendance records for their students. On occasion instructors will be asked to provide attendance records for students, accurate records are necessary.

Progress Reports

It is important to communicate regularly with students regarding their progress. Washburn Tech uses a mechanism called a Progress Report for this purpose. Progress Reports are provided at the mid-point of each grading period for each student earning lower than a "C" at that time. In addition, Progress Reports are provided when students' grades drop suddenly or when their conduct changes significantly. Progress Reports are provided to the student and to the advisors in student services who will contact students to offer assistance and/or referrals.

The Progress Report form can be accessed in the following way:

- Go to the "T" drive,
- Find the folder called "Public Folders,"
- Then open the "Progress Report" folder,
- And then to "Progress Report 2017" form.

Unsatisfactory Grades

It is the responsibility of instructors to keep students informed about their academic progress. When a student's grade drops below a "C," the instructor must complete a "Progress Report" documenting the details of the student's performance (i.e. low test scores, missing lab reports, missing written assignments). Instructors must meet with students to provide the "Progress Report," review concerns, and offer suggestions for improvement. After meeting with the student, instructors will forward the "Progress Report" to the appropriate advisor in Student Services who will schedule a follow-up contact with the student.

Instructors are expected to grade quizzes, projects, and exams in a timely manner so that students are informed of their progress and provided time to make improvements before the end of the semester.

Grading

Grading periods will occur at the mid-term of each semester, and at the conclusion of each semester. Information will be e-mailed to each instructor regarding how to enter grades and when grades need to be entered. **It is essential that grades be entered on time**. If you have any questions, please contact Louise Williams for assistance.

Student Placement and Follow-up

Graduating students are primarily aided in finding employment through the efforts of their instructors. Instructors maintain an employer resource file and keep close relationships with private business and industry through their advisory committees and current/past business contacts. May students find permanent employment after participating in the On-The-Job Training (OJT) opportunity coordinated by Student Services. Instructors assist their students finding jobs for OJT and the Associate Dean of Student Services verifies the student's eligibility to participate.

Job openings that become known to the school are relayed directly to the instructor who keeps contact with students and graduates seeking employment. Each year Student Services sponsors a Career Fair at the school. Many local business and industries are represented.

Employers may list job openings for Tech students at: www.witjobs.net

Incompletes

The grade of an "I" (incomplete) should not be used when a definite grade can be assigned for a course. An incomplete grade should only be issued to indicate that some part of a students work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. The "I" grade should be used only when, in the opinion of the instructor, there is reasonable expectation that the work will be completed within two weeks of the end of a semester. The Associate Dean of Student Services should be notified any time a grade of an "I" is issued.

When an "I" incomplete grade is satisfied, the instructor should send the Associate Dean of Student Services and the Student Records Administrator (in writing) the final grade that should be issued to the student.

For any grade that is not satisfied, or changed by the instructor within 15 days into the next semester, the grade will automatically be changed from the "I" to an "F" grade on the student record.   After a grade has been has been changed to an "F" by the SRA (because it was not submitted by the deadline), the grade may only be changed by the Instructor with approval of the Associate Dean of Student Services, and by submitting (in writing) the grade change to the SRA.

Gateway/Gatekeeper Courses

Any course(s) that a program identifies as a gatekeeper course (a course that must be successfully passed in order to continue on in the program), must be approved by the Associate Dean and/or Assistant Dean for Instruction and added to the official approved gatekeeper course list.   New gatekeeper courses must be identified as soon as possible before a semester begins. During any semester if a course has not been previously been identified (not on the approved list) as a gatekeeper course, it will not be considered as such.

SAP Calculations

Satisfactory Academic Progress (SAP) calculations are done at the conclusion of every semester. Students who fall below the guidelines, for example: maintaining a 2.0 GPA, program PACE completion of 67% or greater, max timeframe for program completion, (see student handbook for details), will be placed on academic probation for their next semester in attendance. Student who do not meet SAP after a semester on probation will be suspended. Student who are suspended may appeal the suspension to the Associate Dean of Student Services.

Placement and Student Completer Follow-Up Report

The Kansas Board of Regents requires technical schools and colleges to complete an extensive follow-up study on an annual basis. The study includes all students who have completed a short-term program, completed a career program, or have completed at least 12 hours toward a career program as of the previous academic year. It is each instructor's responsibility to gather the follow-up information on his/her students and to submit the information collected in a timely manner. Because the information requested is confidential, only the instructor is authorized to conduct these follow-up interviews.

It is the responsibility of Student Services to coordinate and compile follow-up employment data from information that the instructors gather from contacts with their former students. Student Services compiles the information into a summary report that is printed for the staff and is used as an informational resource for the school.

Classroom Management – Student Conduct

Effective classroom management is critical when providing students a quality educational experience. Good classroom management can be described as fair, firm and consistent.

Washburn Tech adopted the Student Conduct Policy in place at Washburn University. If a student exhibits behaviors in the classroom or anywhere on campus that disrupts the educational flow, the instructor (or any instructor) needs to communicate the issue to the Associate Dean of Student Services or to an advisor. Student Services staff will meet and talk with the student in an effort to modify the unwelcome behavior. If the behavior/misconduct continues, disciplinary sanctions may be imposed that result in days of suspension and/or expulsion.

If student or staff safety is a concern, the Washburn University Police must be contacted immediately followed by phone calls to the operator, to the Dean's office, and to the Associate Dean of Student Services.

Instructors are advised to keep detailed written records of student conduct, misbehavior, and meetings held with students. Advisors or the Associate Dean of Student Services, will go to the classroom/shop area to escort the student to the Student Services office.

Graduation

Graduation ceremonies will be held at the end of the fall and spring semesters. All instructors are required to participate in the ceremonies. Students must follow appropriate dress code to participate in graduation ceremonies. To participate in the ceremony students must wear the Washburn Tech cap and gown as issued with no modifications allowed.

To graduate from a technical program and receive a certificate, students must maintain a cumulative grade point average (GPA) of 2.0 or greater with no course grade less than a "C". If a student receives a "D" or "F" in a course, he/she must re-enroll in that course, pay tuition for those credits, and earn a "C" or higher. Students will not receive a technical certificate if any grade of a "D" or "F" remains on their official transcript.

The official certificate will be mailed six-to-eight (6-8) weeks after the end of the semester, once final reviews of academic records are complete.

NOTE: Specific programs may require more rigorous academic standards. For pertinent details, refer to those program handbooks or program syllabi.

Exit Testing

Exit testing is highly encouraged to give students an opportunity to earn the WorkReady certificate. Instructors should coordinate with the Testing/ADA Coordinator as early as possible to schedule exit testing for their completing students.

STUDENT SERVICES AND RESOURCES

Student Handbook

Student Handbooks are available online at: www.washburntech.edu. Students are held accountable for abiding by its contents.

New Student Orientation

Orientation sessions are held for all new students prior to their first semester of enrollment. Sessions are designed to acquaint students with student services staff members and the array of services they provide. Students are introduced to a variety of opportunities available on the Tech campus and on the Washburn University campus. In addition, students are introduced to the concept of Satisfactory Academic Progress and the grades & attendance standards that must be met to receive technical program certificates.

Advising and Guidance

Two Student Services staff members are available for academic advising and guidance about school related matters such as graduation requirements, changes of program, occupational information, grade and attendance concerns, and student conduct. They also provide guidance referrals regarding non-school issues that may affect program performances. Career Navigators are knowledgeable about community resources as well as resources available on the Washburn University campus. Students may stop in to see an advisor or be referred by their instructor. Advisor, Cody Miller, is assigned to work with high school students while Advisor, Rose Cantrell, has the responsibility for post-secondary students. Both advisors will work with either group of students as needed.

Support Services for Students with Disabilities

For detailed information, refer to the Student Handbook: "Support Services for Students with Disabilities."

Student Records Administrator

Michelle Lewis is the Student Records Administrator (SRA) and serves as the "registrar" for Washburn Tech. She sets up all courses in Banner, registers student into the appropriate courses within each technical program, audits academic records to determine eligibility for graduation, and prepares transcripts.

Student Records

Current and past student records are kept under the supervision of the Student Services office. The School Records Administrator is responsible for maintaining current student records. The Associate Dean for Student Services has overall responsibility for the maintenance and safety of all student records. Current student records are housed in the Student Services office in a location accessible to the office staff. Former student records are kept in locked storage.

Access to student files is available to authorized staff. Student Services personnel have direct access. Washburn Tech instructors have access on a need-to-know basis. Monitoring student files is the responsibility of the School Records Administrator. Files that are taken from their filing location are checked out using a request for inspection and/or copying of open public records form.

Tuition – Fees & Sponsorship

Students attending Washburn Tech may receive assistance from many sources. These sources include Heartland Works, Rehabilitation Services, SER, and others; Pell Grants are available to qualifying, post-secondary students; Veterans benefits; Guaranteed Student Loans; Jones Foundation; Kiwanis; and other sponsoring organizations. Eligibility is based on the placement of graduates. Without a high percentage of placements, students are not eligible for economic assistance.

Post-secondary students must pay tuition to attend Washburn Tech.

Senate Bill 155 outlines that high school students admitted to a vocational education course or program conducted by a community college, technical college, or institute of technology may be charged fees, but not tuition. Tuition for secondary career technical education students is subject to appropriation.

Financial Aid

Information about federal financial aid, Veterans educational assistance and scholarships may be obtained from the Financial Aid Office located in the Student Services Office. Tammy Parsons or Jennifer Ewing provide assistance on a walk-in, or scheduled basis, Monday through Friday, 8:30 a.m.-5:30 p.m.

Scholarships

Various organizations and individuals provide scholarship funds for students attending Washburn Tech. Each scholarship has its own criteria for selection. Instructors will be notified by the Financial Aid Office as scholarships become available. Please make your students aware of these opportunities. The Financial Aid Office handles all scholarship applications.

Institutional Refund Policy

First Five days	100%
Day Six – Ten after the first day of class	75%
Day 11 – 15 after the first day of class	50%
After day 16	0%

The first day of the semester constitutes the beginning of the refunding period.

The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal. This calculation is automatically performed for both official and unofficial withdrawals. A request from the student is not required.

On-The-Job Training (OJT) Experience

Washburn Tech provides an opportunity for students to develop marketable skills leading them to entry-level employment related to their technical training. On-the-Job Training Experience is an opportunity that can be a valuable part of the education experience.

1. Students must meet 100% of the program competencies before being released for On-the-Job Training (OJT); or have an opportunity to meet the balance of program competencies while on OJT.
2. Students will be given an opportunity to exit test prior to being released for OJT. Students will be encouraged to earn their WorkReady certificate.
3. The OJT work experience must be directly related to the student's technical program.
4. Students enrolled at Washburn Tech part day (three hours) must work at their OJT site a minimum of 15 hours per week.
5. Students enrolled at Washburn Tech full day (six hours) must work at their OJT site a minimum of 30 hours per week.
6. If the OJT ends, students must return to Washburn Tech to complete the semester.
7. Student financial accounts must reflect a zero balance prior to release for OJT.
8. Students must submit weekly time sheets to the Associate Dean of Student Services or their instructor.
9. Students must make weekly contact with their program instructor while on OJT.
10. OJT may be a paid or unpaid work experience.

Job Shadowing

Job shadowing is a work experience option for students to learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Students witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. Job shadowing is designed to increase career awareness, help model student behavior through examples, and reinforce in the student the link between classroom learning and work requirements.

Job shadowing has limitations. Students are only allowed to observe direct work skills and responsibilities. Skills are not acquired; the time allowed is one-three days. While integration of school and work is implied, there is little curriculum alignment between the school and occupational area.

The instructor, in the program area, is responsible for coordinating this activity with the student, employer/supervisor, and Student Services.

A student is eligible for Job Shadowing with the following requirements:

1. Must be in good standing:
   a. at least 90% attendance of hours taught prior to job shadowing
   b. overall GPA of 2.0 or higher
   c. course work is current

2. Recommended by Program Instructor.

3. Completed the required forms prior to the job shadowing experience:
   a. Job Shadowing Experience Agreement
   b. Parent Permission form for High School students only
   c. Transportation Notice & Permission Form (provide copies of driver's license and car insurance).

4. The work-site employer/supervisor completes the Student Job-Shadowing Report upon completion of job shadowing experience.

National Technical Honor Society

The National Technical Honor Society (NTHS) recognizes and honors Washburn Tech students for outstanding academic and personal achievements. The NTHS promotes the qualities of honesty, service, leadership, and career development. Washburn Tech students are nominated for NTHS by their instructors, or may be self-nominated. To be eligible, students must be in the last semester of their technical program. Students are evaluated on the basis of their academic and attendance records, community involvement, character and financial accountability. Final selection into NTHS is made by a committee of instructors and an administrator. Nominating packets will be distributed to instructors in October and February. Two induction ceremonies are held each year, one toward the end of the fall semester and another toward the end of the spring semester.

Grade Dispute

If students have questions about final grades assigned, they need to first address their concerns with the instructor within five school days after receiving official documentation of the grade(s). If the concern is not resolved at that level, students need to follow the grievance procedure outlined in the student handbook.

Grievance Procedure for Students
A student who has an academic or non-academic concern or complaint needs to follow these steps to address and resolve the issue:
1. The student shall first bring the issue informally to the attention of his/her program instructor within five school days after the concern was raised. Every effort must be made to resolve the concern at this level.
2. If, after every effort has been made to resolve the concern with the instructor, the student is not satisfied, the student may present a written grievance to the Associate Dean of Student Services within 30 days after the incident/issue that raised concern. The Associate Dean of Student Services will investigate the matter and render his/her decision within ten school days after receiving the written grievance. A written notice of the decision will be mailed to the student.
3. If the student wants to appeal the decision of the Associate Dean of Student Services, he/she must file a written appeal within five school days to the Dean of Washburn Tech. The Dean will render a decision on the grievance within five school days of the filing. A written notice of the decision will be mailed to the student.
4. The decision of the Dean will be final.
5. **Note:** Health Occupations students with issues or concerns not resolved at the classroom level, will take those issues/concerns to the Health Occupations Coordinator before coming to the Associate Dean of Student Services.
6. Note: If the appeal is regarding dismissal from a program, the student may remain in class during the appeal process unless the student poses a risk to self or others.

It is recommended that students first bring the issue informally to the attention of the instructor within five class sessions after the concern was raised. Efforts need to be made to resolve the concern at this level before filing a formal grievance.

Exceptions: If a student has claims of discrimination, the issue must be referred to for Washburn University. She can be reached at 1700 SW College Avenue, Topeka, KS 66621, 785-670-1509, eodirector@washburn.edu

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities and employment, as required by applicable laws and regulations.

PUBLIC RELATIONS, MEDIA, MARKETING, AND ADVERTISING

Advertising, Commercialism, Fund Raising, & Selling in the Schools

Students, school personnel, and school facilities may not be used in any manner for advertising, fundraising, selling, or promoting the interests of any non-school agency, organization, or individual without the prior approval of the Dean.

News Releases – Public Relations

All news releases involving Washburn Tech will be created and approved through the Washburn Tech Marketing Coordinator. To assist with this process, instructors/staff are asked to provide detailed information, in writing, as soon as possible.

Email - Fundraising For Non-Washburn Tech Programs

Washburn Tech email is not to be used for fundraising unless it is directly connected with a program or the institution.

For fundraising opportunities of non-institutional groups, a flyer and/or information should be provided to the Dean for approval. If approved, the flyer/information will be placed at the switchboard or on the staff bulletin board.

All flyers being posted at Washburn Tech must have approval by the Dean. If there is not an approval stamp, the flyers will be removed.

Invitations, Correspondence & Marketing Materials

All invitations to Washburn Tech events, as well as, correspondence with community and business leaders are sent by the Washburn Tech Marketing Coordinator. Invitations, posters and all collateral materials, if not created by the Marketing Coordinator, must be approved by the Marketing Coordinator to ensure brand continuity. Others, creating collateral material that reflects Washburn Tech in any way, must adhere to the brand standards guidebook, which is published on the Washburn University website at www.washburn.edu.

Washburn Tech Logo

All use of the Washburn Tech logo must adhere to the brand standards guidebook which is published on the Washburn University website at www.washburn.edu.

Washburn Tech Spiritwear & Merchandise
Washburn Tech spiritwear and merchandise, including t-shirts and give-aways, must be purchased from a Washburn University licensed vendor. Preferably, orders should originate with the inventory control clerk in the Washburn Tech Warehouse

PURCHASING PROTOCOLS

Requesting Supplies from the Warehouse:

Washburn Tech stocks a limited amount of supplies for programs, including a small amount of office and classroom supplies.

Submit requests for supplies by e-mail to: trudi.kenney@washburn.edu

Provide as much information as possible, part/product number, color, etc. Missing or incomplete information may cause a delay in the ordering process.

Please plan ahead. Requests (for various reasons) may not be immediately accommodated.
For requests under $500, the warehouse will use discretion on how orders are placed. A purchase order may be needed, and/or orders may be combined, and a purchase order requested.

Requests over $500 require a request form, quote, purchase order and a W-9 They will not be processed through the warehouse. Submit these requests to: tech-accounting-requests@washburn.edu

Requesting supplies from outside vendors:

See procedure above. Have items delivered to Tech if possible.

The warehouse typically has pick-up runs on Tuesday and Thursday afternoons. (Subject to staff availability).

OPERATIONS PROTOCOLS

Copier Use, Printing Jobs

Instructors may use any copy machine on campus using their copy code. Large amounts of copying and/or printing should be ordered through the Print Shop. Please contact Kenny Sieh, at 785-228-6376, or by e-mail at: kenny.sieh@washburn.edu, Turnaround time is quick.

Please note: The copy machines located in the Student Services Office, Admissions Office and Dean's Office, cannot be tied up with instructional printing/copying jobs. Please find alternate machines to use.

*Under no circumstances are students to use the copy machines unless an instructor is present.

Instructional Supplies

Direct all requests for instructional supplies to the Associate Dean for Instruction. Do not help yourself to supplies in the office without asking. Requests for instructional supplies of any kind should be on a Request Form available electronically on your computer. Washburn Tech/Washburn University is not responsible for payment of an order if a purchase order has not been issued prior to purchase.

Reservation of Computer Labs and Meeting Rooms

The Conference Center and Meeting Coordinator coordinates the scheduling of rooms at Washburn Tech. Instructors who need to use the Brock Room, the Basement Testing Center, or the Conference Center should schedule its use as early as possible. The Senior Administrative Assistant/Operator is a back-up contact for scheduling rooms.

Mail

Outgoing USPS mail for official school business should be placed in the marked tray behind the reception area in Student Services. All official school mail will be post-marked/stamped by office personnel.

Staff mail boxes are provided for the receipt of incoming mail, campus mail and information that needs to be disseminated to each staff member. Please check and empty your assigned box daily.

Large or bulky mailed items delivered to Tech may be placed in a location other than mail boxes. Please check with the front office staff or warehouse staff if you are expecting a larger item to be delivered.

Janitorial Services Requests

The procedure to report janitorial services needed is to contact the custodian responsible for your area of the building first. To reach a custodian, dial the operator "0" and ask the operator to page the custodian assigned to your area, and see if they can assist.

Primary Facilities Staff Locations (please note that staff also cover other areas as needed):

Building A	**Building C**	**Building D**
AE – Marvin	**Heating and Air East**	Barry
AC – Manuel	Eric	
AW – Tish		

Building G	**Building H**	**Buildings K & L**
Tish	Eric	Norman

You may also send requests for services via e-mail,
Janitorial requests: keith.jackson@washburn.edu, and copy: clark.coco@washburn.edu

Maintenance requests: keith.jackson@wasburn.edu and copy: clark.coco@washburn.edu

Please turn off lights and computers upon leaving your program area at the close of every school day. Be sure to lock your door.

Technology Help and Support

For all technology help and support needs, staff should call the ITS Help Desk at 785-670-3001 or e-mail: support@washburn.edu, if the Help Desk staff are unable to assist you over the phone, they will create a support ticket and IT staff will be dispatched as soon as possible.

Safety Precautions

Each instructor must develop a safety instruction program and take the needed instructional time to fully inform students of the correct procedures to minimize the chance of injury and accident. Safety equipment, such as eye protection, must be available and in use. All students must pass a safety examination prior to using shop equipment and must wear personal protective equipment in labs. Instructors must keep the student safety tests on file during the year. Make sure students follow all safety precautions.

Accidents and First Aid

A basic first aid kit is provided to each program area to provide immediate care to an injured person. Supplies to replenish the kits are available through the Washburn Tech warehouse and will be charged against the program instructional account.

When dealing with an open wound, disposable exam gloves should be worn. The instructor must notify Student Services immediately when a student injury or illness is more than a minor incident. Good judgment and the seriousness of the situation will assist the Washburn Tech staff in determining if the injured, or ill, student should remain in the classroom with the instructor until medical assistance can arrive at the scene, or if the student needs to report to the Student Services instructor for follow-up care. Student Services will notify the parent/guardian of a secondary level student as soon as possible. The instructor must complete an Accident Report form as soon as the emergency subsides. Accident forms are available from the Associate Dean of Student Services.

Security

Security is the responsibility of everyone. Many aspects   of security must be reported. Among these are child abuse, bullying, suspected drug-alcohol use, and loss of equipment. Report these items to an administrator or the campus police officer immediately.

Instruct your students to mark personal property. It is your responsibility to mark Washburn Tech's property used in your department. If an item disappears, file a stolen property report with the campus police immediately. Do not wait. Expecting the property or missing item to show up hampers anything the campus police can do to seek the return or investigate the loss of the equipment. The stolen property report can always be canceled.

A full-time campus police officer is always on duty. These duties include the security and safety of personnel and property.

Parking Spaces

All staff should complete a Washburn University parking application and receive a Washburn University "Reserved Parking Permit" hang tag authorizing you to park within parking spaces on campus that are marked by "Staff Parking" signs. Failure to comply could result in receiving a $25 parking ticket.

Technology and Equipment

Technology Equipment: Storage, and Purchasing

Most Washburn Tech classrooms are equipped with audio-visual equipment. Students have various learning styles, and the use of audio-visual equipment is often a very effective teaching aide. If you need instruction on how to operate classroom equipment, submit a support ticket to support@washburn.edu. Training can be provided before or after classes to help you become comfortable operating the equipment. If equipment is not operating correctly, please submit a support ticket to support@washburn.edu so equipment can be fixed in a timely manner.

Washburn Tech has a limited number of student response systems (clickers) that can be checked out, either through direct contact with an instructor who has a set, or by submitting a support ticket to support@washburn.edu. If you want to use a student response system in your classroom, please submit a support ticket to support@washburn.edu.

Storage: All technology equipment, when not in use, is to be locked in a safe place…storage room, office, classroom, etc.

Purchasing: If you want to purchase technology equipment, or software, for instructional use, please provide specifications of the equipment or software before completing the procedures explained in the Purchasing Procedures section. Submit the documentation electronically to support@washburn.edu with the subject line "purchase equipment or software". By submitting the specifications of the equipment or software, Washburn ITS can make sure that what is being purchased will work with the technology equipment you have, and that school does not already have the equipment, or software, on hand.

Acceptable Use of Technology Resources

Washburn University Institute of Technology computing resources include host computer systems, university-sponsored computers and workstations, software and files residing on university computers, the campus network and communications through the campus network. The following outlines acceptable use of Washburn computing resources:

- Use only those computing resources for which you have authorization.
- Protect your account information from access by others.
- Use computing resources for university-related work.
- Comply with all applicable local, state and federal laws, including copyright and licensing laws.
- Comply with Washburn University's World Wide Web Policy and all referenced Washburn University policies.
- Respect the privacy of others.
- Respect the use of computing resources by others.
- Comply with security measures employed by the university.
- Report violations of this policy to the appropriate authorities.

Reason

Information Technology Services (ITS) computing and networking systems are shared systems. Respect, courtesy and cooperation among users are necessary for the systems to function properly for everyone. Our goal is an environment that protects the rights of individual users to pursue scholarly inquiry while providing for equitable and secure access by all users. Responsible use of computing resources is a necessary complement to the security measures taken by ITS staff.

Entities Affected

Washburn employees, students, and others granted access to Washburn University computing resources.

Consequences of Noncompliance

Noncompliance with these policies may result in one or more of the following, depending on the severity of the violation:

* Warning that a use is prohibited
* Computer ethics counseling by ITS staff
* Temporary disabling of computer/network access
* Permanent disabling of computer/network access
* Disciplinary actions as outlined in student, faculty and employee handbooks
* Expulsion from school or termination of employment
* A subpoena of data files
* Legal prosecution under applicable local, state and federal laws
* Possible penalties under the law, including fines and imprisonment

Examples of Unacceptable Uses of Washburn Computing Resources

* Sharing your password with someone else
* Any activity that violates applicable local, state and federal laws, including copyright and licensing laws
* Using your account or the network for commercial or for-profit purposes
* Propagation of computer worms or viruses
* Distribution of unsolicited mass advertising
* Harassing others
* Violating the privacy of others
* Disrupting the work and/or use of the network by others
* Any use that violates the standard of ethics outlined in student, faculty and employee handbooks
* Gaining or attempting to gain unauthorized entry to other computational, information, or communications devices or resources on Washburn's network or on the Internet
* Writing programs which use an inordinate amount of system resources

- Accessing directories on a computer system other than your personal or public directories (even if the system allows you to do so)
- Viewing and/or printing obscene and pornographic material in a public setting
- Connecting unauthorized equipment to the network
- Providing computer services (Web servers, newsgroups, FTP, etc.) to local or remote network users without written permission from ITS

Important Contacts

Subject	Contact	Telephone	E-mail Address
Questions about this page	Chief Information Officer	785.670.2066	cio@washburn.edu
Questions about electronic chain letters/legitimacy of unsolicited e-mail	Technology Support Center	785.670.3000	support@washburn.edu
Reporting terrorist threat communication (information about an emergency involving immediate danger of death or serious physical injury)	University Police	785.670.1153	<< please call >>

Each student must sign an *Internet and Computer Usage Form* acknowledging they have read and understood the policies of Washburn Institute of Technology. This form must also be signed by the instructor and kept in a student file.

FORMS

Electronic Travel Forms (that can be filled in) are found at:

www.washburn.edu

A-Z Index

Payroll

Payroll Forms

Educational Assistance Form

http://www.washburn.edu/faculty-staff/human-resources/forms/educational-assistance.pdf