

**UAM COLLEGE OF TECHNOLOGY
MCGEHEE
ASSESSMENT REPORT
2007-2008**

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- 1. List the student learning outcomes (goals) for your unit. Include the specific website address where the learning outcomes can be accessed. An example of a student learning outcome is: “A student who graduates from the School/Department of _____ should be able to**”

(Last year’s review stated for me to focus on two programs per year: this year’s report is focusing on: Hospitality Service, Welding Technology and Automotive Technology programs. There will be three more programs for the 2008-2009 report. (The programs’ web pages for the three programs are Appendix C—these are hyperlinked for viewing.)

The Hospitality Service Program started new in fall 2007. Only one student enrolled for the fall semester and dropped out prior to the end of the semester. However, in the spring 2008 semester the Hospitality Service program had 10 students to enroll with only 4 students completing the semester. The administration of the McGehee campus tried to promote this program during the school year by having the instructor and students prepare the meal on campus for the Fall Advisory meeting made up of several local business people. The instructor has several years of catering service experience, and he works hard to make his program beneficial for the school and students. During the spring semester the instructor and students prepared several “light” lunches and served the staff and faculty on the McGehee campus.

The Welding Technology program was late getting started in fall 2007 school year because an instructor was not hired prior to the start of the semester. In fall 2007, there were five-full time students enrolled and 23 high school students who were receiving high school credit for WELD 1103 Blueprint Reading/Layout Fabrication. Only 4 of the full time students completed the fall semester. The administration of the McGehee campus promoted the Welding Technology program by having the students build a grill for the McGehee Industrial Foundation. For the spring 2008 semester there were 12 full time students enrolled and 12 high school students. Only one full time student dropped out due to lack of attendance.

Because the Hospitality program was new, there will be little data compiled for assessment at this time; however in the next assessment report on this program, there will be more specific details that can be presented. The retention or completion of the enrollees for these three programs is verified by Appendix B, the number of graduates. Hospitality Service had no program completers of full time enrollees because it had not run the program in its entirety.

The Automotive Technology program was suspended for the 2007-2008 school year due to lack of an instructor. A copy of a syllabus used in 2007 is found in Appendix A.

Each program of study has individualized student learning outcomes; therefore, the two major overall goals for the school are as follows:

1. To provide customized quality educational services to meet the needs of regional workforce development and enhance economic growth of the state.
2. To provide the finest instructional resources and support services to enhance the growth and development of students.

Goal for Hospitality Service

Teach/Learn practical skills and knowledge necessary for the effective operation of the Hospitality Industry:

1. Individual responsibility
2. Self-Esteem
3. Sociability
4. Self Management
5. Personal Integrity

Goal for Welding

The Welding Technology Program has four exit points:

1. Open entry/open exit-30-clock hours for welders that just need to fine tune their skills.
2. Certificate of Proficiency-12 credit hour program for beginning welders to become proficient in basic welding.
3. Technical Certificate- 42 credit hours, for students to learn various types of welding.
4. Associate of Applied Science Degree in General Technology-64 credit hours for students who want to continue their education with the addition of general education classes.

The goals of the Welding Technology program is to develop skills in gas welding, arc welding, shielded metal arc welding, gas metal arc welding, gas tungsten arc welding and pipe welding. Student Learning Outcomes:

After successful completion of the Welding Technology program, the student should be able to obtain an American Welding Society Certificate in the three areas of welding, MIG, TIG and ARC. Each student should be able to certify (AWS) in G-2, G-3, G-4 and G-5 positions.

Goal for Automotive Service Technology

Our programs are designed to prepare men and women for good-paying jobs for which there is a demand in the local area, elsewhere in the state and throughout the country.

All UAM College of Technology McGehee instructors are required to have their course syllabi on our web site, which is accessible to all students prior to the first day of classes.

All course syllabi have specific student learning outcomes (see Appendix A—one for Hospitality Service and one for Welding and Automotive Service Technology).

(See Strategic Plan Appendix D)

(Note: each course has specific student learning goals—see course syllabi at <http://www.uamont.edu/McGehee/Facstaff.htm> or Appendix A):

2. Demonstrate how your unit’s specific student learning outcomes (goals) are linked to the mission of UAM. Please use your enumerated list from Question 1 to complete the section to the right.

	UAM MISSION STATEMENT	College of Technology Learning Outcomes
1	The mission the University of Arkansas at Monticello	
2	shares with all universities is the commitment to search for	
3	truth, understanding through scholastic endeavor.	
4	The University seeks to enhance and share knowledge, to	College of Technology Goal 1
5	preserve and promote the intellectual content of society,	& 2
6	and to educate people for critical thought.	
7	The University provides learning experiences that enable	
8	students to synthesize knowledge communicate	
9	effectively, use knowledge and technology with	
10	intelligence and responsibility, and act creatively within	College of Technology Goal 1
11	their own and other cultures.	& 2
12	The University strives for excellence in all its	
13	endeavors. Educational opportunities encompass the	
14	liberal arts, basic and applied sciences, selected	
15	professions, and vocational/ technical preparation. These	
16	opportunities are founded in a strong program of general	College of Technology Goal 2
17	education and are fulfilled through contemporary	
18	disciplinary curricula, certification programs, and	
19	vocational/technical education or workforce training. The	
20	University assures opportunities in higher education for	
21	both traditional and non-traditional students and strives to	
22	provide an environment that fosters individual	
23	achievement and personal development.	
24		

3. Narrate and attach copies of specific evidence of the ways that your unit communicates student learning outcomes (from Question 1) to prospective and current students (Examples: website, catalog, syllabi (minimum of three), brochures, etc.).

UAM College of Technology McGehee publishes course syllabi on its local server for currently enrolled students. Instructors now have their own web page with course syllabi available for current students and prospective students' access. <http://www.uamont.edu/mcgehee/facstaff.htm> –Appendix A). The UAM College of Technology instructors update their Web Page each semester.

Each technical program has a brochure which indicates UAM College of Technology McGehee goals. Students easily acquire brochures regarding programs of their interest upon their initial campus visit. (Brochures are located inside and outside Student Service Department.)

4. Provide specific evidence including historical patterns or trends of how your unit assesses whether students have achieved your unit's student learning outcomes. (Examples: pre/post tests, post tests, capstone courses, surveys, graduation rates, etc.)

Student Learning Outcomes

On the McGehee campus student learning outcomes are evaluated by classroom assignments and post tests. Each program of study have different means of evaluating student proficiency by field work or Internship for Heavy Equipment Operator, internships for Business Technology, Hospitality Service, Welding and Automotive Service Technology (See Appendix H), clinical for Nursing and EMT, Practicum's for Early Childhood are all part of assessing the student learning outcomes for our programs of study. The students' learning outcomes are evaluated in their technical certification areas by the following: (see Strategic Plan Appendix D for other certifications and licensures for the programs on the McGehee campus)

In addition to the above, Automotive Service Technology have eight areas of certification in ASE and Welding has AWS certifications for different welds, and Hospitality has ServSafe a National Certification test which is taken after Safety & Sanitation HOSP 1023.

5. Provide evidence of the measures of student performance that your unit collects and analyzes regularly. Address specific examples of how analyses of student performance have been used to improve unit decisions. (Examples: retention rates/pass rate for classes, teacher made tests, research papers, recitals, field experiences, etc.).

Our technical programs have field experiences (internships, clinicals, etc) which provide feed back from the professional community on student learning outcomes. Student community involvement was apparent when the Welding students built a grill for the McGehee Industrial Foundation for an auction to raise money.

An example of student community involvement was the Hospitality students from the Crossett campus assisted the one student on the McGehee campus to prepare the Advisory dinner for approximately 80 business people in fall 2007.

6. Describe and provide examples of how your unit utilizes information, other than student performance, to determine necessary unit decisions. Include in your description how your

unit analyzes and selects a course of action. Attach documentation that supports your determination. (Examples: senior surveys, alumni surveys, professional meetings, minutes from faculty or committee meetings, etc.)

The technical programs offered on the McGehee campus have two Advisory Committee meetings during the school year; one is held in the fall and one in the spring. The committee members are representatives of the professional communities that our McGehee campus serves. These committee members make recommendations of software, hardware, equipment and course content they feel necessary to meet the standards for employment within their fields. (See Appendix G for Minutes of Advisory Meeting 2007 (Automotive Technology not available because there was not an instructor for that program in fall 2007.)

7. Based on your answers to Questions 5 and 6 regarding student learning outcomes, prioritize your unit's future course of action. Include plans for what will be done, by whom, to what extent, and how often.

See Strategic Plan Appendix D–Short Range Goals for curriculum changes due to student learning outcomes.

Short-Range Objectives

1. To continue providing annual in-service training for teachers, administrators, and support staff to improve the quality of instruction, administration and school operations. **In-service and professional development activities have been provided throughout the year and will continue to be offered annually.**
2. To continue maintaining associations with secondary schools, colleges, universities and businesses/industries through articulation agreements, memorandums of understanding (MOUs), advisory committees, and civic organizations. **Lake Village and McGehee High school students are attending technical classes as pre-freshmen. Advisory committees are active in every program area; civic organizational meetings are attended by faculty/staff.**
3. To continue initiating and maintaining relationships with employers to channel students to employment opportunities. **This objective is being accomplished through activities that are ongoing; i.e., letters of recommendation, student follow-up reports, and departmental contacts.**
4. To continue maintaining an up-to-date web page, brochures, fliers, etc. These items are continuously maintained and updated. All faculty members have created home pages which include syllabi, course schedule, and office hours...
5. To continue maintaining and assimilating a staff bulletin every two weeks. Staff bulletin has been maintained and assimilated every two weeks and will continue.

6. To continue offering in-depth student orientation through the student services department. This objective is being accomplished through activities that are ongoing; i.e., orientation, admission packets, counseling, and advising.
7. To continue providing consistent contact and follow up with students. This objective is being accomplished through activities that are ongoing; e.g., letters of acceptance, email, web page, personal letters, personal phone calls, counseling and advising.
8. To continue restructuring College of Technology Day. Changed to Career Night inviting anyone to attend, not limited to high school seniors as in the past.
9. To create work study opportunities. One work study position has been created and filled. Additional work study positions will be considered.
10. To continue lobbying with the legislators and constituents. This objective is being accomplished through activities that are ongoing; i.e., emails, personal visits, and telephone calls.

8. Describe and provide specific evidence of how your unit is making student learning accessible. Address historical patterns and trends. Include, if applicable, alternative modes of instruction (CIV, WebCT, weekend, Early College High School, etc.). A table of course schedules over time showing efforts to offer courses via alternative formats, different timeframes, etc. will be beneficial.

The CIV (Compressed Interactive Video) has been used for Intermediate Algebra, College Algebra and Fundamentals of English and several other courses that our students need for their program requirements. The McGehee campus offers Anatomy & Physiology I and Anatomy & Physiology II, Nutrition, Microcomputer Applications and other courses in the evenings. In the fall of 2007, Keyboarding BUSI 1003 was offered in the evenings for the Early Child Care students and other students who elected to take this course to better prepare them for their field of study.

Anatomy and Nutrition are taught on the McGehee campus during Summer I and Summer II. Also during the fall and spring semesters, these courses are taught in the evenings on the McGehee Campus. These prerequisites for nursing are taught late in the evenings for students to be able to attend and work during the day.

At this time Welding, Hospitality nor Automotive have offered CIV or Online courses. However, in the spring 2008 semester one Hospitality course was offered HOSP1033 at 6:00 p.m.; there were ten initial enrollees, but only 5 completers. See Strategic Plan Intermediate-Range Objectives #6, Appendix D.

Welding Technology had high school students from two surrounding high schools enroll in WELD 1103 in the fall; the high schools assign these students a grade for the welding class in their grading system.

Automotive Service Technology was suspended for this school year due to lack of instructor.

9. Specifically describe how your unit involves students directly in the assessment process.

At the end of each semester, the students complete a written self evaluation, an instructor evaluation and course evaluation. These student evaluations are done while the instructor is out of the classroom and are conducted by a student in the class The Hospitality Service program offered HOSP 1033 for an evening class at 6:00 p.m. to promote the program and make it more accessible for the students.

Administration analyzes the student evaluations and instructors receive a summary of these evaluations. These reports are then used by the instructors to adjust or modify curriculum, methods of instruction or assessment. (See Appendix E)

Neither program is currently involved in student organizations. However, see Strategic Plan in the Intermediate-Range Objectives, Appendix E for student involvement in community.

10. Describe and provide evidence of the efforts your unit is making to retain students in your unit and/or at the University. (A statement indicating that “we are improving advising” is NOT evidence. Copies of letters sent to students, telephone logs, emails, documentation of advising sessions may be considered as evidence.)

The McGehee faculty advises students not only at registration time, but throughout the semester. Student Services provides the instructors with a list of Asset Testers by programs after each Asset Test date. Instructors are encouraged by the administration to contact these prospective students either by a phone call or letter. Student Services contacts each tester informing them of their scores and other information the student may need. (Remediation, etc.). A copy of a letter to a prospective business student is Appendix F. Appendix F also has letters contacting students after taking the Asset test.

APPENDIX A
COURSE SYLLABUS
UAM COLLEGE OF TECHNOLOGY MCGEHEE

<http://www.uamont.edu/>

UAM College of Technology – McGehee

Hospitality Fall 2007 Syllabus

Course Number & Name: Hosp 1013

Hospitality, Travel,
Tourism

Prerequisite(s): none

Instructor: Paul J. Smith

Phone 222-5360 ext 5234

Email smithpaul@uamont.edu

McGehee Office Hours:

Mon-Tue-Wed-Thur

11:00am—12:30pm

1:00pm---2:30pm

Text: Walker, John R. (2007) Exploring the Hospitality Industry First Edition Pearson
Prentice Hall: New Jersey ISBN 0-13-243766x

Policies:

Absences-Regular and prompt attendance is required to maintain acceptable grades. Missing a total of five (5) hours may result in a student being dismissed from the course and or program.

Cheating and Plagiarism-Cheating and Plagiarism are not tolerated and may result in a student being dismissed from the course or program.

Housekeeping policy-If you mess it up you clean it up. Leave it better than you found it.

Goals and Objectives:

To create a stimulating and positive learning experience in the world of hospitality. This will be done by lecture, in class discussion, reading, special project, field trips, and guest speakers.

This course will give the student an overview of the many career paths, that is available in the world of hospitality.

Outline:

Chapters 1-2-3	Hospitality Spirit—Tourism—Why People Travel
Chapters 4-5-6	Lodging, Lodging Operation, Cruising
Chapters 7-8-9	Restaurants, Restaurants Operation, Managed Services
Chapters 10-11-12	Beverage, Clubs, Theme Parks, and Attractions
Chapters 13-14-15	Gaming Entertainment, Meetings, Conventions Special Events

Grades;

90-100=A	80-89=B	70-79=C
60-69=D	0-59=F	

Five (5) tests worth 100 points each	500
One (1) Final test worth 200 points	200
Class performance 30 classes @ 5 points/class	150
Class attendance *	150
Total Points	1000

- 44-45 hours in class = 150 points *
- 43-44 hours in class = 140 points
- 42-43 hours in class = 130 points
- 41-42 hours in class = 120 points
- 40-41 hours in class = 100 points
- 39-40 hours in class = 80 points
- 38-39 hours in class = 60 points

Less than 38 hours = 40 points

Dates to Remember:

8/22/07	First day of the fall term
9/12/07	Test Chapters 1-2-3
10/3-07	Test Chapters 4-5-6
10/24/07	Test Chapters 7-8-9
11/14/07	Test Chapters 10-11-12
12/5/07	Test Chapters 13-14-15
12/13/07	Final 1:30-3:30

Students and Disabilities:

It is the policy of the UAM College of Technology-McGehee to accommodate Individuals with disabilities pursuant to Federal Law and the College's commitment to equal opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodation should contact the office of Special Student Services Representative on campus: phone 870-222-5360 or fax 870-222-4709.

Disruptive Behavior:

Students will adhere to all conduct and disciplinary standards and dress code as outlined in the UAM College of Technology-McGehee handbook. Infraction may result in disciplinary actions such as verbal warning, written warning, suspension and or dismissal from the course or program.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to the class and/or the lecture, **stay away.**

**WELDING TECHNOLOGY
COURSE SYLLABUS**

1. Course: WELD1115, Basic Welding
2. Term: Fall 2007
3. Text: Welding Skills, Second Edition, R.T. Miller, ISBN#0-8269-3007-7
Welding Skills Workbook, Second Edition, J. Gosse, ISBN# 0-8269-3008-5
4. Instructor: Samuel Thompson
5. Office Hours: 7:30a.m.-8:10a.m., Wednesday and Friday
6. Format: Lectures, tests, and related labs will be on Monday through Thursday 8:10A.M. - 10:00A.M.
7. Course Objectives: Basic Welding covers the principles of oxy-acetylene cutting, basic principles, procedures, safety, and experience using electric arc welding equipment.

Upon completion of this course the student should be able to:

1. Certify in the four positions of shielded metal arc welding (SMAW)
 2. Safely operate basic weld shop equipment
8. Prerequisites: None
9. Course Content:
1. Ch-1 An Essential Skill
 2. Ch-2 Welding Safety
 3. Ch-4 Joint Design and Welding Terms
 4. Ch-5 Equipment
 5. Ch-6 Setting up and Operating
 6. Ch-30 Cutting Operations
 7. Ch-9 Heavy Plate Steel

These chapters will cover the history of welding, safety procedures, joint design, and all aspects of the setup, cutting operations, and all safety procedures related to cutting steel.

10. Grading Practices and Procedures: Tests and Related Homework will account for 1/3

Progress in welding skills and participation in shop projects will account for 2/3 of the overall grade. Students will not pass on written assignments and tests alone.

Grading Scale: (Based on overall percentage)

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

11. Cheating, Shop Rules, Attendance Policies, Internet Access Policy, Tool List, - See attached forms to be signed and dated by the student.

12. Additional Readings: No specific readings will be assigned.

13. Each student enrolled in the Welding Technology curriculum full time (12 hours or more) during the fall semester will be allowed 15 hours of excused absences. The only excused absences consist of being called for jury duty or being officially summoned to appear in court.

Students with Disabilities:

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University’s commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact Student Services at 870-222-5360 or fax 870-222-4709 on the McGehee campus.

Disruptive behavior: College regulations, which serve to control all aspects of personal conduct, must be observed. The safety, rights, and feelings of others must be respected. A student may be suspended or dismissed from the school for conduct or personal habits, which are not in the best interest of the student, fellow students, or the instructor.

Important Dates:

Holidays: **Monday, September 3 is Labor Day. Class will not meet on this date.**
 Thursday, November 22 is Thanksgiving Day. No class
 Friday, November 23—Day after Thanksgiving. No class
Monday December 24 Christmas Eve No Class
 Tuesday January 1 New Years Eve No Class
 Monday January 21 Martin Luther King Birthday No Class
 Friday March 21 GW birthday No Class
 Monday May 26 Memorial Day No Class

UNIVERSITY OF ARKANSAS AT MONTICELLO



I. UAM College of Technology in McGehee Automotive Climate Control Instructor

Class Meeting Times: Monday-Friday at 10:10 a.m. to 12:10 p.m.

Textbooks and Materials as required: AUTOMOTIVE SERVICE 2nd Edition (includes a workbook), author Tim Gilles, published by Thomson/Delmar Learning

Course Description and Goal: The Automotive Technology Science course is provided to offer local citizens an opportunity to acquire manual and technical skills for entrance into the automotive industry. The Automotive Service Technology program is designed to provide service skills to students through plenty of hands-on practice in order to become capable of diagnosing and repairing problems correctly, the first time. In this manner the student can develop a skill in high demand in the job market.

The instructor has 27 years experience working in the science of automotive maintenance and repair. A main objective is to simulate the real work environment as closely as possible. This will allow the students to enter the workplace with confidence and expertise. Work assignments will be delegated as the instructor deems necessary and upon his/her discretion for experience or practice.

Course Objectives:

- I. The purpose is to inform, facilitate, and instruct students in the science and art of automotive repair.
- II. This course will expand to all aspects of the automotive repair business. The knowledge of skills and technology cover several different areas that include, but are not limited to:
 - a. The instruction of general and specific skills in shop safety.
 - b. The instruction in the use of shop tools and equipment.
 - c. The use of measuring devices.
 - d. The purchase and procurement of parts both new and used, and the estimate of customer repairs.
 - e. The methodology of repair and diagnosis of all major automotive and mechanical systems.

f. The art of customer relations and shop management.

Course Curriculum:

Automotive Climate Control

A. A/C System Service, Diagnosis, and Repair

B. Refrigeration System Component Diagnosis and Repair

1. Compressor and Clutch
2. Evaporator, Condenser and Related Components

C. Heating and Engine Cooling Systems Diagnosis and Repair

D. Operating Systems and Related Controls Diagnosis and Repair

1. Electrical
2. Vacuum/Mechanical
3. Automatic and Semi-Automatic Heating, Ventilating and A/C Systems

E. Refrigerant Recovery, Recycling, Handling, and Retrofit

A. A/C System Service, Diagnosis, and Repair

1. Identify system type and conduct performance test on the A/C system; determine needed repairs.
2. Diagnose A/C system problems indicated by pressure gauge and/or temperature readings; determine needed repairs.
3. Diagnose A/C system problems indicated by sight, sound, smell, and touch procedures; determine needed repairs.
4. Leak test A/C system; determine needed repairs.
5. Identify A/C system refrigerant.
6. Evacuate A/C system.
7. Inspect A/C system components for contamination.
8. Charge A/C system with refrigerant (liquid or vapor).
9. Identify A/C system lubricant type and capacity.
10. Inspect and replace passenger compartment (cabin air, pollen) filter.

B. Refrigeration System Component Diagnosis and Repair

1. Compressor and Clutch

1. Diagnose A/C system problems that cause the protection devices (pressure, thermal, and electronic controls) to interrupt system operation; determine needed repairs.
2. Inspect, test, and replace A/C system pressure and thermal protection devices.
3. Inspect, adjust, and replace A/C compressor drive belts, pulleys and tensioners.
4. Inspect, test, service, and replace A/C compressor clutch components or assembly.
5. Identify required lubricant type; inspect and correct level in A/C compressor.

6. Inspect, test, service or replace A/C compressor.
7. Inspect, repair or replace A/C compressor mountings.

2. Evaporator, Condenser, and Related Components

1. Inspect, repair, or replace A/C system mufflers, hoses, lines, filters, fittings, and seals.
2. Inspect A/C condenser for air flow restrictions.
3. Inspect, test, and replace A/C system condenser and mountings.
4. Inspect and replace receiver/drier or accumulator/drier.
5. Inspect, test, and replace expansion valve(s).
6. Inspect and replace orifice tube(s).
7. Inspect, test, clean, or replace evaporator(s).
8. Inspect, clean and repair evaporator housing, and water drain.
9. Inspect, test, and replace evaporator pressure/temperature control systems and devices.
10. Identify, inspect, and replace A/C system service valves (gauge connections) and valve caps.
11. Inspect and replace A/C system high pressure relief device.

C. Heating and Engine Cooling Systems Diagnosis and Repair

1. Diagnose the cause of temperature control problems in the heater/ventilation system; determine needed repairs.
 2. Diagnose window fogging problems; determine needed repairs.
 3. Perform engine cooling system tests; determine needed repairs.
 4. Inspect and replace engine cooling and heater system hoses and pipes.
 5. Inspect, test, and replace radiator, pressure cap, coolant recovery system, and water pump.
 6. Inspect, test, and replace thermostat, by-pass, and housing.
 7. Identify, inspect, recover coolant; flush, and refill system with proper coolant.
 8. Inspect, test, and replace fan, (both electrical and mechanical), fan clutch, fan belts, fan shroud, and air dams.
 9. Inspect, test, and replace heater coolant control valve (manual, vacuum, and electrical types) and auxiliary coolant pump.
 10. Inspect, flush, and replace heater core.
- ## D. Operating Systems and Related Controls Diagnosis and Repair

1. Electrical

1. Diagnose the cause of failures in the electrical control system of heating, ventilating, and A/C systems; determine needed repairs.
2. Inspect, test, repair, and replace A/C-heater blower motors, resistors, switches, relay/modules, wiring, and protection devices.
3. Inspect, test, repair, and replace A/C compressor clutch coil, relay/ modules, wiring, sensors, switches, diodes, and protection devices.

4. Inspect, test, repair, replace, and adjust A/C-related engine control systems.
5. Inspect, test, repair, replace, and adjust load sensitive A/C compressor cut-off systems.
6. Inspect, test, repair, and replace engine cooling/condenser fan motors, relays/modules, switches, sensors, wiring, and protection devices.
7. Inspect, test, adjust, repair and replace electric actuator motors, relays/ modules, switches, sensors, wiring, and protection devices.
8. Inspect, test, service, or replace heating, ventilating, and A/C control panel assemblies.

2. Vacuum/Mechanical

1. Diagnose the cause of failures in the vacuum and mechanical switches and controls of the heating, ventilating, and A/C systems; determine needed repairs.
2. Inspect, test, service, or replace heating, ventilating, and A/C control panel assemblies.
3. Inspect, test, adjust, and replace heating, ventilating, and A/C control cables and linkages.
4. Inspect, test, and replace heating, ventilating, and A/C vacuum actuators (diaphragms/motors) and hoses.
5. Identify, inspect, test, and replace heating, ventilating, and A/C vacuum reservoir, check valve, and restrictors.
6. Inspect, test, adjust, repair, or replace heating, ventilating, and A/C ducts, doors, and outlets.

3. Automatic and Semi-Automatic Heating, Ventilating, and A/C Systems

1. Diagnose temperature control system problems; determine needed repairs.
2. Diagnose blower system problems; determine needed repairs.
3. Diagnose air distribution system problems; determine needed repairs.
4. Diagnose compressor clutch control system; determine needed repairs.
5. Inspect, test, adjust or replace climate and blower control sensors.
6. Inspect, test, adjust, and replace door actuator(s).
7. Inspect, test, and replace heater water valve and controls.
8. Inspect, test, and replace electric and vacuum motors, solenoids, and switches.
9. Inspect, test, and replace Automatic Temperature Control (ATC) control panel and/or climate control computer (microprocessor/programmer).
10. Check and adjust calibration of Automatic Temperature Control (ATC) system.

E. Refrigerant Recovery, Recycling, Handling and Retrofit

1. Maintain and verify correct operation of certified equipment.
2. Identify, and recover A/C system refrigerant.
3. Recycle or properly dispose of refrigerant.
4. Label and store refrigerant.
5. Test recycled refrigerant for non-condensable gases.
6. Follow Federal and local guidelines for retrofit procedures.

Related Instruction:

Technical Communications

Technical Math

Computer Fundamentals

Policies Statement: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others. **Cheating** and failure to follow classroom instruction will be handled appropriately according to the educational facility's regulations and guidelines. **Absenteeism** will negatively affect grades. **For the first two days of unexcused absents, no penalty shall be given; after three additional absences a letter grade will be dropped on the last day of the five. If there are more than seven unexcused absences during a semester, the student will not pass the course.** Students will be expected to attend and participate positively on occasional field trips, as on any other school day. Outside activities such as this will not be excused, as this will become an essential component of your job as a technician. Please consult your UAM catalog and/or student handbook for details. As with all of the other procedures and policies described in this syllabus, practices will always default to UAM rules and regulations.

Provisions for Testing and Evaluations: Written and hands-on exams will be given at the discretion of the instructor. Assignments, coursework, homework and shop projects will be delegated as the instructor deems necessary and upon his/her discretion for evaluations. Class participation and good work ethic are essential for successful completion of the course. Each student will have a portfolio with his/her course work, and evaluations.

Grading Policy: Daily participation will contribute to the overall grade. Assessment is given on a work readiness form, for each student, on a weekly basis. Those forms will be included in each student's progress file. The student may ask to see his/her file at a convenient time that is at the discretion of the instructor. The program will abide by the policies and procedures as outlined in the UAM student handbook and/or catalog. Grades adhere to the scale in the UAM handbook. Grades adhere to the scale in the UAM handbook. The division of grading is as follows: 30% Exams

30% Skills Test

40% Work Activities Assessment

Availability and Accommodations for Students with Disabilities: Every possible effort and attempt will be made for adjustments or revisions to help disabled learners participate in this plan of study. The program will abide by the policies and procedures as outlined in the UAM catalog and/or student handbook. It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the students to inform the instructor of any necessary accommodations at the beginning of the course. Any students requiring accommodations should contact the Office of Special Student Services located in Harris Hall Room 120; phone 870 460-1026; TDD 870 460-1626; Fax 870 460-1926.

McGehee: Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-4709.

Crossett: Office of Special Student Services representative on campus; phone 870 364-6414; fax 870 364-5707. AA Doc. 8/16/04

Addendum: Students are encouraged to join the VICA which is a student organization for trade, technical and industrial education students. Through this membership, scholars will have the opportunity to acquire leadership abilities, network with others in our trade area and be eligible to compete in the individual's skill area.

Attachments: Automotive Service Technology Course Outline

Office Hours: Monday through Friday, 8:00 a.m. – 4:30 p.m.

UAM College of Technology in McGehee

1609 East Ash

P.O. Box 747

McGehee, AR 71654

Phone: (870)222-5231

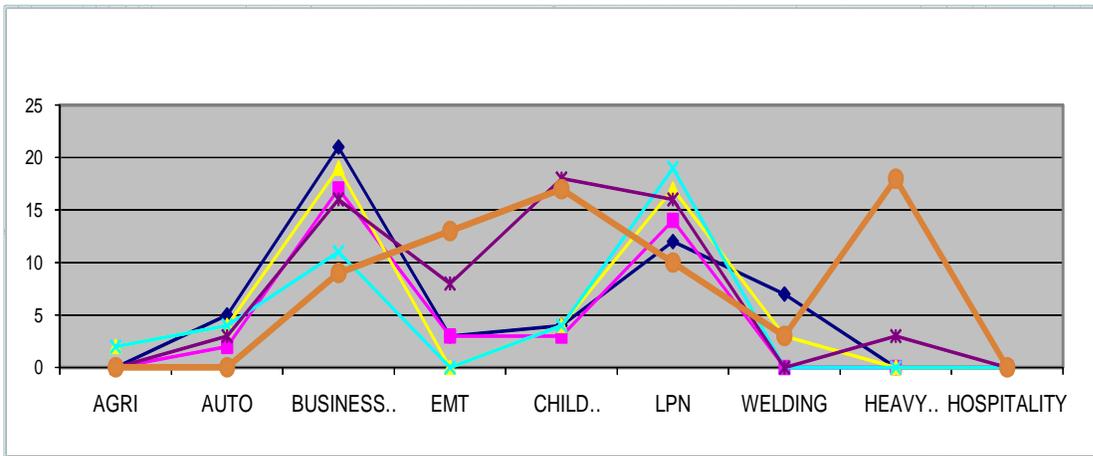
APPENDIX B

NUMBER OF GRADUATES

2003-2008

NUMBER OF GRADUATES

	AGRI	AUTO	BUSINESS TECHNOLOGY	EMT	CHILD CARE	LPN	WELDING	HEAVY EQUIP.	HOSPITALITY
2003	0	5	21	3	4	12	7	0	0
2004	0	2	17	3	3	14	0	0	0
2005	2	4	19	0	4	17	3	0	0
2006	2	4	11	0	4	19	0	0	0
2007	0	3	16	8	18	16	0	3	0
2008	0	0	9	13	17	10	3	18	0



APPENDIX C

LINK TO PROGRAM WEB PAGES

<http://www.uamont.edu/McGehee/Hospitality1.htm>

<http://www.uamont.edu/McGehee/WeldingTechnology.htm>

<http://www.uamont.edu/McGehee/AutomotiveServiceTechnology.htm>

APPENDIX D

**STRATEGIC PLAN FOR COLLEGE OF TECHNOLOGY - MCGEHEE
UNIVERSITY OF ARKANSAS AT MONTICELLO
2007-2008**

Mission, Role, and Scope

The mission of UAM College of Technology-McGehee is to provide customized quality educational services to meet the needs of regional workforce development and enhance economic growth of the state.

Service: Our priority is to provide the finest instructional resources and support services to enhance the growth and development of students.

Accountability: UAM College of Technology - McGehee's evaluation process is systematic and ongoing with an emphasis on strategic long-range planning, assessment and improvement programs for continuing institution effectiveness, and evaluation of administrators, faculty, staff, and students.

Credibility: We are committed to high standards which are demonstrated through quality educational programs and student-centered support services.

Commitment to quality: We recognize the importance of faculty and staff through open, honest communications, appropriate involvement in planning and decision making, encouragement of responsibilities, reward of exceptional performance, and the provision for professional development.

The vision of UAM College of Technology-McGehee is: A life-long learning center composed of a highly professional team working to support customer needs and providing world-class quality workforce development.

Educational Opportunities include; a High School Diploma, Continuing Education Units, Certificate of Proficiency, Technical Certificate, Associate of Applied Science in General Technology with an emphasis in any technical area. Non-technical courses can be used toward associate and baccalaureate degrees. Fast Track LPN to RN Program is offered through Baptist School of Nursing on our campus.

UAM College of Technology-McGehee is accredited by the Higher Learning Commission of the North central Association of Colleges and Schools. The school is approved by the Arkansas Department of Workforce Educations. UAM College of Technology-McGehee is approved by the Veteran's Administration as a training agency. The Practical Nursing Program is approved by the Arkansas State Board of Nursing. The Automotive Service Technology Program is approved by the National Automotive Technicians Education Foundation (NATEF). The Emergency Medical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). American Welding Society certification is available through the Welding Technology Program. The Community Training Center is certified through American Heart Association. The Small Business Development Center is accredited by the Association of Small Business Development Centers. The Child Development

Associate training is accredited through the Council for Professional Recognition and approved by the Division of Child Care and Early Childhood Education.

Support goals from Enhancement of Resources focus:

Recruit, develop, and retain a quality faculty and staff.
Build partnerships through networking and collaboration.
Enhance the University's image, visibility, and influence.
Enhance the research environment for faculty and students.
Improve internal and external communications.
Improve employment opportunities.
Develop internal and external resources.
Recruit, retain, and graduate students.

Short-Range Objectives

10. To continue providing annual in-service training for teachers, administrators, and support staff to improve the quality of instruction, administration and school operations. **In-service and professional development activities have been provided throughout the year and will continue to be offered annually.**
11. To continue maintaining associations with secondary schools, colleges, universities and businesses/industries through articulation agreements, memorandums of understanding (MOUs), advisory committees, and civic organizations. **Lake Village and McGehee High school students are attending technical classes as pre-freshmen. Advisory committees are active in every program area; civic organizational meetings are attended by faculty/staff.**
12. To continue initiating and maintaining relationships with employers to channel students to employment opportunities. **This objective is being accomplished through activities that are ongoing; i.e., letters of recommendation, student follow-up reports, and departmental contacts.**
13. To continue maintaining an up-to-date web page, brochures, fliers, etc. These items are continuously maintained and updated. All faculty members have created home pages which include syllabi, course schedule, and office hours...
14. To continue maintaining and assimilating a staff bulletin every two weeks. Staff bulletin has been maintained and assimilated every two weeks and will continue.
15. To continue offering in-depth student orientation through the student services department. This objective is being accomplished through activities that are ongoing; i.e., orientation, admission packets, counseling, and advising.
16. To continue providing consistent contact and follow up with students. This objective is being accomplished through activities that are ongoing; e.g., letters of acceptance, email, web page, personal letters, personal phone calls, counseling and advising.
17. To continue restructuring College of Technology Day. Changed to Career Night inviting

- anyone to attend, not limited to high school seniors as in the past.
18. To create work study opportunities. One work study position has been created and filled. Additional work study positions will be considered.
 19. To continue lobbying with the legislators and constituents. This objective is being accomplished through activities that are ongoing; i.e., emails, personal visits, and telephone calls.

Intermediate-Range Objectives

1. To continue joining professional organizations and attending conferences. Each faculty member is encouraged to join his/her respective discipline's professional organization. All departments will be encouraged to attend the annual conference.
2. To continue remodeling and upgrading facilities. New bookstore complete, new health occupations complex is near completion, lobby area renovation complete, and student center renovation continues.
3. To continue enhancing internship programs which, through written arrangements among the school and employers, and students, teaches technical skills by alternating institutional instruction and on-the-job training. All programs offer internship or clinical opportunities.
4. To continue providing services that generates funds for student organizations. A decision has been made by administration to provide services that enhance student learning outcomes for each program of study rather than generating funds; e.g., constructing barbeque grills in welding. Fund-raising activities remain available; e.g., selling Yankee candles, trike-a-thon for Arkansas Children's Hospital
5. To continue implementing events for prospective non-traditional students. College of Technology Career Night, College Goal Sunday, Career Pathways, as well as workshops for dislocated workers through the Governor's Dislocated Workers Task Force.
6. To continue increasing associations with secondary schools, colleges, universities and business/industries through articulation agreements, memorandums of understanding (MOUs), advisory committees, and civic organizations. A decision has been made by administration that Early College High School programs will not be offered for technical programs; however, pre-freshmen entry into technical programs is available.

Long-Range Objectives

1. To continually increase our enrollment in all programs. Compared to the 2006-2007 enrollments, our 2007-2008 overall enrollments have increased.
2. To continue implementing additional technical programs and services offered so that individuals will have an opportunity to gain marketable skills in occupations for which there is an identified need. Hospitality program and career pathways have been

implemented.

Support goals from Enhancement of Academic focus:

Improve academic quality standards.

Share academic opportunities across units.

Increase opportunities for faculty/student research and creative activities and increase experimental and service learning opportunities.

Improve internal and external communications.

Provide the latest technology to our students and faculty.

Utilize our Colleges of Technology to offer technical programs to all campuses.

Accommodate the diverse needs of students.

Enhance UAM's image.

Short-Range Objectives

1. To require technical students to take Microcomputer Applications, Fundamentals of English, and Introduction to Algebra as the General Education requirements for a technical certificate in designated programs. **Beginning Summer I 2008, a decision has been made by administration to replace Fundamentals of English with Technical Communications and Introduction to Algebra with Technical Math.**
2. To continue to strengthen, expand, and maintain technical programs consistent with the current and future employment opportunities. **Hospitality Services Program has been implemented based on the needs assessment conducted. This is an ongoing objective.**
3. To continue providing guidance and counseling to enable all students to have a greater understanding of educational options. **The Student Services Department and all faculty members advise and counsel every student. The newly developed program of study outline will be distributed to every student during this process.**
4. To continue providing customized programs where there is an identified need in business, industry, labor and government. **Customized programs/classes are provided continuously upon request.**

Intermediate-Range Objectives

1. To articulate technical courses into 2- or 4-year degrees other than just the AASGT (Associate of Applied Science in General Technology) with UAM. **Early Childhood Education has a Certificate of Proficiency (12 hours) which may be applied toward a 2 or 4 year degree other than just the AASGT. The Business Technology proposal was denied. Six hours of approved technical courses may be applied toward a 2- or 4-year degree as electives.**
2. To create work study opportunities. **One work study position has been created and**

filled. Additional positions will be considered as needed.

3. To continually maintain and update teaching resources and equipment. **Smart classrooms installed, computers upgraded.**
4. To enhance internship programs which, through written arrangements among the school, employers, and students, teaches technical skills by alternating institutional instruction and on-the-job training? **All programs offer internship or clinical opportunities.**

Academics (continued)

5. To continually expand and improve technical programs and services for individuals who need and desire training, retraining, and upgrading of skills. **Hospitality and career pathways implemented.**
6. To continually develop and initiate resources to accommodate the diverse needs of students. **Utilizing Special Student Services Card, implementing Career Pathways, utilizing the Adult Education Program, implementing Tutoring services, offering non-credit classes, offering classes in the evening, utilizing the Ability To Benefit, and organizing Wellness Fairs/Screening.**

Long-Range Objectives

1. To articulate technical programs into 2- or 4-year degrees other than the AASGT (Associate of Applied Science in General Technology) with UAM. **Currently, LPN to RN-AASN; AASGT to Bachelor of Applied Science.**
2. To continually implement additional technical programs and services offered so that individuals will have an opportunity to gain marketable skills in occupations for which there is an identified need. **Hospitality program and career pathways implements.**

Support goals from Enhancement of Quality of Life focus:

Accommodate the diverse needs of students.

Develop and implement a comprehensive student retention plan.

Promote healthy lifestyles for students, employees, and communities.

Short-Range Objectives

1. To continue identifying students at risk. **Assessments, counseling, Career Pathways and advising.**
2. To continue offering healthy food choices. **Bookstore is not offering food items at this time. Vending machines offer baked chips and low caloric snacks.**

Intermediate-Range Objectives

1. To continue developing and initiating resources to accommodate the diverse needs of students. **Utilizing Special Student Services Card, implementing Career Pathways, utilizing the Adult Education Program, implementing Tutoring services, offering non-credit classes, offering classes in the evening, utilizing the Ability to Benefit, organizing Wellness Fairs/Screenings.**
2. To continuously provide resources, counseling, advising and tutoring for students. **These services are provided continuously.**
3. T continues providing wellness and culture fairs. **Flue clinics, Search Your Heart classes and assessments, blood drives, booths at fairs; ongoing activities.**
4. To continue providing resources to promote healthy lifestyles. Began exercise class two days per week for faculty.
5. To provide a student lounge. **Student lounge is complete and is located inside student center.**

Long-Range Objectives

1. To provide a staff lounge with a full kitchen. **No progress has been made toward this objective.**

APPENDIX E

Student Evaluation of Teaching

Please give honest and thoughtful answers to the following questions. If a question does not apply to this course, leave it blank. Your individual responses will be anonymous. A summary of the responses from the class will be provided to the course instructor after all semester grades have been submitted. Student ratings can help the instructor improve teaching and the course. They can also help the department make valid judgments about teaching effectiveness. The course instructor will not be present during the administration of this evaluation.

Student Self-Evaluation

1. This course is	A=Required, B=Elective, C=Audit				
2. My current UAM grade point average (GPA) is	A 3.6- 4.0	B 3.1- 3.5	C 2.6- 3.0	D 2.0- 2.5	E 0.5- 1.9
3. I am presently a	Fr	So	Jr	Sr	Other
4. Times I was absent from class	0	1	2	3	4+
5. My estimated weekly hours spent studying for this course were	0-2	3-5	6-8	9-11	12+
6. My final grade in this course will probably be	A	B	C	D	F
7. My class participation was	<u>Excel- lent</u>	<u>Very good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
8. My interest in taking this course before I enrolled was	A	B	C	D	E
9. My current interest in this course is	A	B	C	D	E
10. Amount I have learned	A	B	C	D	E

Instructor Evaluation

11. Explains subject matter so that I understand	<u>Excel- lent</u>	<u>Very good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
12. Speaks clearly	A	B	C	D	E
13. Demonstrates knowledge of subject	A	B	C	D	E
14. Uses appropriate teaching aids effectively	A	B	C	D	E
15. Promotes independent thought while offering proper guidance	A	B	C	D	E
16. Encourages effective communication skills	A	B	C	D	E
17. Is well prepared for class	A	B	C	D	E
18. Is available for help during posted office hours	A	B	C	D	E
19. Shows concern for students	A	B	C	D	E
20. Increases my desire to learn more about subject	A	B	C	D	E
21. Comments on my work (texts/assignments) in ways that help me to learn	A	B	C	D	E
22. Shows interest in subject matter	A	B	C	D	E
23. Establishes relevance of subject matter	A	B	C	D	E
24. Overall effectiveness as a teacher	A	B	C	D	E

Course Evaluation

25. Goals and objectives clearly stated and being accomplished	<u>Excel- lent</u>	<u>Very good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
26. Course content organized	A	B	C	D	E
27. Exams based on lectures and assigned materials	A	B	C	D	E
28. Exam questions clearly written	A	B	C	D	E
29. Grading procedures based on criteria in syllabus	A	B	C	D	E
30. Course experiences relevant to subject matter	A	B	C	D	E
31. Usefulness of textbook	A	B	C	D	E
32. Usefulness of outside assignments	A	B	C	D	E
33. Pace of presentation	A=too slow		B=OK	C=too fast	

34. Overall rating of this course	<u>Excel- lent</u>	<u>Very good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
	A	B	C	D	E

35. Additional Written Comments: this is your opportunity to offer additional comments. Please use the attached page.

APPENDIX F

March 15, 2008

*XXXXXX
XX Bayou Rd.
Dermott, AR 71638*

Dear XXXX:

You recently indicated your interest in attending the UAM-COT campus in McGehee. UAM COT-McGehee's administration, staff and faculty would be delighted for you to come and visit our campus.

You will receive hands-on training and experience on the McGehee campus in all of our programs. You can contact any of the instructors who are available to discuss any of your questions about their particular program. Financial aid is available for those students who qualify, and the Student Services Department will assist you in this effort.

Please note we also offer an Associate of Applied Science Degree in General Technology on the McGehee campus; a brochure has been enclosed for your convenience.

We look forward to seeing you on the McGehee campus.

Sincerely,

*Sam Thompson
Welding Instructor*

Enclosure

August 11 2008

XXXXXXXXXXXX
920 North Trotter
Dermott, AR 71638

Dear XXXXX:

Congratulations! Based upon your Asset Test scores you have been **accepted** for admissions into the **Business Technology Program** at UAM College of Technology at McGehee. Your test scores are enclosed with this letter.

We invite you to come in to register for the fall semester as soon as possible. At that time you will also meet with an advisor who will assist you with your program of study. The first day of class for the fall 2008 semester will be on Wednesday, August 20.

Information and forms for the Free Application for Federal Student Aid (FAFSA) are available here at UAM College of Technology at McGehee. The Financial Aid Office at the University of Arkansas at Monticello is requesting that all financial aid applications be submitted via the Internet. The home page for financial aid is: www.fafsa.ed.gov. The FAFSA code for UAM is 001085.

Your Asset Test scores have been mailed to the Office of Admissions at the University of Arkansas at Monticello. The Admissions Office at the University of Arkansas at Monticello will notify you if any other documents are required.

I hope that I have provided you with the information you need. However, if you have additional questions, please do not hesitate to contact me at (870) 222-5360.

Sincerely,

Linda Branch, Counselor
Enclosures

August 11, 2008

XXXXXXXX
644 Catalpa Street
Clarksdale, MS 38614

Dear XXXXX:

Congratulations! Based upon your Asset Test scores you have been **accepted** for admissions into the **Emergency Medical Technology – Paramedic Program** at UAM College of Technology at McGehee. Your test scores are enclosed with this letter.

A copy of your test scores have been forwarded to the instructor of the Paramedic Program, Mr. Gursarn Singh. You may contact Ms. Judy Sandlin, Student Services Secretary, at (870) 222-5360, extension 5221 or Mr. Singh at (870) 222-8929 for an application packet for the Paramedic Program.

We invite your to come in to register for the 2008 fall semester as soon as possible. At that time you will also meet with an advisor who will assist you with your program of study. The first day of class for the fall 2008 semester will be on Wednesday, August 20.

Information and forms for the Free Application for Federal Student Aid (FAFSA) are available here at UAM College of Technology at McGehee. The Financial Aid Office at the University of Arkansas at Monticello is requesting that all financial aid applications be submitted via the Internet. The home page for financial aid is: www.fafsa.ed.gov. The FAFSA code for UAM is 001085.

Your Asset Test scores have been mailed to the Office of Admissions at the University of Arkansas at Monticello. The Admissions Office at the University of Arkansas at Monticello will notify you if any other documents are required.

I hope that I have provided you with the information you need. However, if you have additional questions, please do not hesitate to contact me at (870) 222-5360.

Sincerely,

Linda Branch, Counselor
Enclosures

UAM Advisor Training

August 14, 2008

<i>Paul G. Smith</i>	
<i>Rebecca Newton</i>	
<i>Kim Ray</i>	
<i>Nitro Phau</i>	
<i>Veronica Studdards</i>	
<i>Reggie Dancer</i>	
<i>Phonak Williams</i>	
<i>Salaf</i>	
<i>David Carter</i>	
<i>Sera Medina</i>	
<i>Samuel Thompson</i>	
<i>Janice Holt</i>	
<i>Tandy Stimpfellow</i>	
<i>Hickey Hays</i>	
<i>Gurarn Singh</i>	

APPENDIX G
ADVISORY MINUTES 2007
(Automotive Technology minutes not available
Due to no instructor fall 20007)

Hospitality Service

Advisory Committee

Meeting Notes

11/05/07

Attending: Rebecca Akin, Jeff Owyong, Martin Reese, Kathryn Peacock, and Paul Smith

We introduce ourselves and gave a short background about ourselves.

We reviewed the current curriculum. Comments were made about possibility dropping one of the Hospitality classes and adding a financial management type course, something that would help if they were in business for themselves.

Spend time recruiting business, which in turn would help recruit students. Also keep recruiting at the high school.

Most wanted a little time to think, how we might get the message out about the Hospitality program.

All are encourage about the program and think it should become a major player on the McGehee campus.

11/05/07

Minutes from Advisory meeting November 5th 2007th

The following members were present:

Samuel Thompson

J.D. Mormon

Brian Mormon

Chuck Masters

Cleveland Everett

Samuel Thompson asked if there was any Old Business; there was none noted.

An update was given on new equipment; Mr. Thomson stated there was no new equipment purchased since his arrival in August.

Mr. Thompson stated the number of students enrolled was 33, which included 21 high school students from McGehee and Lake Village and 11 full time students. Mr. J.D. Mormon said the program did not have high school students before, but that it is good to have them to increase enrollment numbers.

Mr. Thompson stated more welding material is needed for practice. Mr. Chuck Masters suggested that we look for other sources to secure metal for practice. Mr. Thompson stated all the present material is being purchased from Greenville Steel. Mr. J.D. Mormon stated in the past places such as Binkley, Seark and other businesses have donated metal for practice. Mr. Thompson said he would make contact with those businesses to ask for donations.

Mr. Thompson asked if the group was aware of any successful students. Mr. J.D. said there were many that are productive in the workforce, and Mr. Masters agreed with the statement. Mr. J.D. Mormon, Brian Mormon and Chuck Masters and Cleveland Everett all started the welding program seems too headed in a positive direction. Mr. Thompson stated he looks forward to making the program strong and going in a positive direction.

The meeting was adjourned.

APPENDIX H



MEMORANDUM OF AGREEMENT

BETWEEN

UAM COLLEGE OF TECHNOLOGY-McGEHEE

AND

This agreement made this _____ day of _____ between the University of Arkansas Board of Trustees on behalf of UAM College of Technology-McGehee, Arkansas (hereinafter call University) and _____ (hereinafter call _____).

WITNESSETH THAT:

WHEREAS, the University has established an Welding Technology Program for qualified student interns preparing for welding careers, and

WHEREAS, _____ recognizes the need for providing the community with an adequate welding staff, and

WHEREAS, the contracting parties are desirous of cooperating to furnish internship education to student interns of welding enrolled in the University.

NOW THEREFORE, it is mutually agreed by and between said parties, as follows:

- 1. The Student intern shall:**
 - a. Meet all academic and attendance requirements established by the Welding Technology Program.**
 - b. Observe all _____'s rules and regulations.**
 - c. Participate in all progress reviews.**

2. _____ shall:

- a. Accept welding student interns of the University for Internship Experiences.
- b. Provide the opportunity for student interns to observe and/or practice with hands-on experience in the welding areas and other areas of the various departments as directed by _____.
- c. May pay or not pay the student intern for labor.
- d. Instruct the student intern on safety procedures associated with the performance of his job.
- e. Allow the student intern to attend all necessary workshops and/or other university activities related to the Welding Technology Program including possibly one day per week of instruction at UAM College of Technology – McGehee.
- f. Participate in all progress reviews.

3. The University shall:

- a. Plan internship hours, days, and places of assignment of student interns in cooperation with ___ or the designated representative.
- b. Assist student intern in meeting the requirements of the Welding Technology Program.
- c. Initiate and schedule reviews with the student intern and _____ to monitor intern's progress.
- d. Provide the necessary academic and technical instruction for a successful welding career.
- e. After successful completion of all post-secondary work, the University will present the student intern with a Technical Certificate.

IT IS FURTHER AGREED THAT:

- a. All instruction and supervision shall be provided by the University unless in specific instances other provisions are made.
- b. Faculty and student interns shall be instructed to observe the rules and regulations of _____.
- c. Faculty shall be instructed to observe proper channels for making plans for internship experiences and/or observations.
- d. In case of illness or injury during internship experiences, student interns and/or faculty shall follow ___'s policy.
- e. The responsibility for welding care shall, at all times, be maintained by the welding staff and _____.
- f. The University shall be responsible for validating current Arkansas licensure for all faculty.

4. The student interns are subject to training requirements of ___ and will attend any training required as a course of orientation to _____. Additionally, the University shall advise student interns of the importance of complying

with all relevant state and federal confidentiality and safety laws.

5. INDEMNIFICATION

- a. ___ agrees to indemnify and hold harmless the University from any claims, actions, judgments, damages, costs and liability, including but not limited to reasonable attorney fees, incurred by the University, and arising from or caused by the acts or omissions of ___, its employees, agents, or servants.**

- b. Under Arkansas law the University of Arkansas may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from prospective damages. However, with respect to loss, expense, damage, liability, claims or demands, either at law or in equity, for actual or alleged personal injuries or property damage arising from the work performed under this agreement by University and its employees, agents, or subcontractors, University agrees with ___ that: (i) it will cooperate with ___ in the defense of any action or claim brought against ___ seeking the foregoing damages or relief; (ii) it will in good faith cooperate with ___ should ___ present any claims of the foregoing nature against University to the Claims Commission of the State of Arkansas; (iii) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing; provided, however, University reserves its right to assert in good faith all claims and defenses available to it in any proceeding in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration or termination of this agreement.**

This agreement shall be effective upon its execution, and shall be reviewed annually and continue automatically thereafter until terminated by either party by a one-year written notice to the other party. Such termination shall not become effective with respect to student interns then enrolled and participating in the program.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized officers as the day, month, and year as stated in the first paragraph of this agreement.

BY _____
Supervisor

DATE _____
UNIVERSITY

BY _____
Chancellor

DATE _____

BY _____
Vice Chancellor

DATE _____

BY _____
Director of Instruction

DATE _____

BY _____
Welding Instructor

DATE _____

**UAM College of Technology-McGehee
Welding Service Technology Program**

Student Intern Agreement

I have read and understand the requirements of Memorandum of Agreement between UAM College of Technology – McGehee and _____. I realize I am to abide by all confidentiality and safety laws. I agree to comply with all regulations during the time I am a student intern in the Welding Service Technology Program at the UAM College of Technology-McGehee.

Student Intern Signature

Date

STUDENT WEEKLY APPRAISAL OF INTERNSHIP

Student Name _____ Program Area _____

Name of Business _____ Date _____

List briefly what your main activities were on the following days:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Describe any event that happened during the week that made you feel uncomfortable.

Describe any event that happened during the week that made you feel good.

Is there anything the internship coordinator or your instructor could have done or could do to help you with your internship experience?

Student Intern Signature