



CORRESPONDENCE CRITERIA

An apprentice must meet at least one of the following criteria if he/she wishes to complete an apprenticeship course as a correspondence student:

1. Live over 50 miles from a state institution that offers this course.
2. Work schedule conflicts with course schedule.

If an apprentice meets the criteria he/she, or their employer, must complete the following:

1. Correspondence students ***must*** make arrangements to complete the math competency requirement.
2. Provide ¹a letter on company letterhead stating the student is unable to attend regularly scheduled classes or lives beyond a 50 mile radius of a school that offers apprenticeship training.
3. Meet with the appropriate apprenticeship instructor and work out a method to communicate and turn in your assignments and complete all labs.
4. Attend class when in town. Tests, quizzes, and lab work must be completed in the classroom. Contact the instructor to make arrangements to complete these items.
5. If an apprentice is out of town and unable to meet with the apprenticeship instructor, it is the employer's responsibility to make the appropriate arrangements as listed above.

EACH ASSIGNMENT

1. Submit a cover letter on each assignment. Make copies of the attached cover letter. Make sure all information is provided.
2. You must show your work on any problems that require calculations. A sheet of scratch paper stapled to the assignment can be submitted for problems requiring additional space.
3. You must submit a minimum of three (3) weeks of assignments by the first class day of the fourth week. ***Students that fail to meet this deadline will be given an incomplete for the course with no reimbursement of tuition and fees.***
4. Following the third week, assignments must be submitted on a weekly basis according to your correspondence contract. Student failing to meet this requirement will be marked absent on the instructors' rolls. After three (3) absences you will be dropped from the rolls and receive an incomplete for the semester with no reimbursement of tuition and fees.
5. Correspondence students are expected to attend class at the Ogden-Weber ATC when they are in town. Students that fail to do so will be marked absent.
6. Being a correspondence student is a privilege granted by the Ogden-Weber ATC to those students mature enough to follow the program. Correspondence students that receive an incomplete grade for a course will be taken off the program and will be required to register as a regular apprentice and attend class.
7. Students who wish to talk to an instructor may call the Ogden-Weber ATC at (801) 627-8467 and leave a message for the instructor.

QUESTIONS?

If you have any questions, please call 801.627.8467 and ask for Trina Hansen, Apprenticeship Coordinator, or Curtis Nielsen, Program Director, at 801.627.8448.



Student Name: _____

Student ID #: _____

Apprenticeship Program: _____

Semester: _____

Instructor: _____

Phone Number: _____

Assignments (or obtain syllabus)

Due Date _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I, _____, agree to complete the required assignments according to the class schedule and as outlined by my instructor. I realize failure to do so will place me in violation of this contract, and I will be given an incomplete for the term and be required to take the course again at my own cost and **not be allowed to register as a correspondence student for one year.**

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

AP Director's Signature: _____ Date: _____

Employer's Company Name: _____ Supervisor's Name: _____

Employer's Address: _____ Employer's Phone: _____



Student's Name: _____

Students' ID Number: _____

Date: _____

Student's Program: _____

Apprenticeship Class: _____

Instructor's Name: _____

Assignment(s) you are submitting:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

FAX or Mail to:

Ogden-Weber Applied Technology College
ATTN: Trina Hansen, Apprenticeship Coordinator
200 North Washington Blvd., Ogden, UT 84404
Fax: (801) 395-3744