

MTECH FACULTY HANDBOOK

2023-2024

A Message from the President

On behalf of the Mountainland Technical College Board of Trustees I want to welcome you to another exciting year. Our employees and students are the most important assets that we have at MTECH.

The legacy of the college and its continued success make us the most recognized name in technical education training. For years we have made decisions necessary to ensure the success of our students. It is impossible to provide training programs for students without the phenomenal support teams that enable our instructional programs to flourish. Thanks for all that you do! You are changing lives.

As an MTECH employee, you are a critical part of Utah's largest and fastest-growing technical college. With over 43 programs across the Technology, Trades, Apprenticeship, Health, and Service areas, our students depend on each one of us to help deliver a first-class experience. The college, and many of the programs, are ranked nationally among the very best. That success doesn't happen by accident; it's the result of the hard work and dedication of everyone who wears an MTECH badge.

Once again, it's great to have you as part of the MTECH family, and best wishes of success for the school year.

Clay Christensen, President
Mountainland Technical College



Mission Statement

To enhance the employability of individuals through market-driven career and technical education.

Vision Statement

Affordably prepare the workforce in the three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of: Program Development, Student Achievement, Faculty and Staff Support, Physical Resources, and Community Outreach.

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MTECH Mission Statement

To enhance the employability of individuals through market-driven career and technical education.

Institutional Accreditation

Mountainland Technical College is accredited by the Commission of the Council on Occupational Education (council.org), headquartered in Atlanta, Georgia. MTECH's initial accreditation was granted in April 2006 and has continued with a reaffirmation of accreditation every six years.

The mission of the Council is “assuring quality and integrity in career and technical education”.

Being accredited helps MTECH achieve the following goals:

1. Validation of job skills
2. Qualification for students to obtain industry certificates
3. Placement of graduates in jobs related to their area of study
4. Foster partnerships with business and industry, employers, and other educational institutions
5. Offer financial aid to students who qualify

The process of accreditation allows for self assessment and evaluation for continuous improvement.

Standards

There are 10 Standards derived from the mission, goals, and objectives of the Council as an accrediting agency. The criteria in each Standard that relate directly to faculty responsibility include:

STANDARD 1: Institutional Mission

Instruct students to such competency levels that they are qualified for initial employment and/or career advancement.

STANDARD 2: Educational Programs

Program Alignment and Administration

Each program:

- A. Aligns with the mission of the College

- B. Has clearly stated objectives
- C. Has content relative to its objectives and the industries served by the program
- D. Is evaluated annually
- E. Has varied evaluation methodologies applicable to professional competencies
- F. Is qualitatively and quantitatively consistent at each campus

Hold at least one qualified advisory committee meeting each year.

Occupational Advisory Committee Activities

Each Occupational Advisory Committee meets the following criteria:

- a) Consists of a minimum of three members external to the institution
- b) Represents expertise in the occupational field(s) for which the program prepares students.
- c) Represents each service area covered by the program at each meeting (Utah County and/or Wasatch County)
- d) Has at least three external members who meet these criteria present at each meeting
- e) Conducts at least one face-to-face meeting annually, with at least two of the three required external members physically present (one or more external members may be virtually present)
- f) Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.
- g) Review each educational program no less than once annually, and provide the College with state-of-the-industry updates/information and projections of changes that may occur within the industry that committee members represent
- h) Assess program graduation requirements as an indicator of the level of completion readiness

Documentation required for meetings includes:

- a) Invitation to the meeting
- b) Sign-in sheet
- c) Agenda
- d) Minutes
- e) Completed Employer Verification Forms (three annually per program)
- f) Any handouts distributed at the meeting

Instructional Activities

Ensure that all programs include knowledge, skills, work habits, and attitudes of the occupation, including technologies, equipment, and other materials.

Ensure that job-related health, safety, and fire prevention is incorporated into the curriculum and students receive an orientation to technology.

Ensure that each program is organized with syllabi, lesson plans, competency tests, and other instructional material that guide the delivery of instruction, allow for timely and meaningful interaction among faculty and students, sufficient practice of skills, and an equitable method of evaluating students.

Coursework Delivered via Distance Education or Hybrid

Ensure that hybrid courses and programs are identical to those on campus in terms of quality, rigor, requirements, and credentials awarded

Ensure timely responses for hybrid courses by faculty- no longer than 24 hours within the operational schedule of the program. More specific response times should be published in the course syllabus.

STANDARD 3: Program Outcomes

The institution must meet required benchmarks for Completion, Placement, and Licensure, where applicable. These benchmarks include 60% Completion, 70% Placement, and 70% Licensure.

Instructors are responsible for collecting data from previous students. Adult students are reported annually.

STANDARD 4: Strategic Planning

The institution has a Strategic Plan and the faculty, administration, and institutional advisory committee (Board of Trustees) review it annually.

The following components are included, at a minimum:

- The Mission of the institution
- The Vision of the institution

- Objectives for a minimum period of three years (updated annually)
- Strategies for achieving the objectives
- Current and projected financial resources that provide a basis for initiatives specified in the strategic plan
- Strategies for evaluating progress toward achieving the objectives

STANDARD 5: Learning Resources

The institution provides programmatic learning resources for all students. These resources are located in each classroom and required for each program. Instructional staff are responsible for a current inventory as well as implementation and coordination. Learning Resources include:

- Media Services including books, manuals, periodicals, audio visual materials and equipment, internet access to sites with educational and reference materials and other materials to support the educational program.
- Instructional Equipment that is relevant, up-to-date, and meets appropriate and required safety standards.
- Instructional Supplies that are available to support the program and meet appropriate and required safety standards.

STANDARD 6: Physical Resources and Technical Infrastructure

The institution must address the adequacy, improvement and maintenance of physical facilities and technical infrastructure for all locations. This standard covers the following:

- Technology used by the institution to deliver services meets the needs of the student without creating barriers to student support for learning.
- Physical facilities are adequate and are safe and clean with appropriate supporting utilities.
- The health and safety of the institution's employees, students and guests including readily available first aid supplies.
- Protection of the institution's technical infrastructure that will preserve and protect student coursework, testing and records.

STANDARD 7: Financial Resources

The institution must have the necessary financial resources and stability to achieve the objectives of its programs and services

- Revenues and expenditures must be capably managed and accurately documented.
- The College must comply with applicable refund policies for tuition, fees, and other institutional charges.

STANDARD 8: Human Resources

The Institution must follow generally accepted business practices that promote fairness in the workplace and provide adequate support of programs.

- The institution must have accurate and current job descriptions for all employee positions
- It must have equitable complaint/grievance, performance appraisal, and orientation processes.
- The College must have sufficient faculty that are qualified and do professional development to stay current.
- It must have adequate administrative, supervisory, and instructional support staff to fulfill the mission of the school

STANDARD 9: Organizational Structure

The institution must have authority to operate, employ a chief administrator, and keep an updated organizational chart that shows functional relationships.

STANDARD 10: Student Services and Activities

The institution must offer student services to support students. This includes: Academic advisement, counseling, financial assistance, orientation, retention, grievances, records, and admissions

- The College provides placement services for all program completers and conducts follow-up studies of completers and employers of completers.

Programmatic Accreditation

In addition to the Institutional Accreditation with COE, some programs require an additional programmatic accreditation. This comes from an accrediting body specific to a particular industry or licensing exam. This may be required if:

- It is a requirement of employment for licensing or certification
- Advisory members request it for the region

Instructional Department Roles and Responsibilities

Senior Program Directors, Program Directors

Program Directors are responsible for a group of programs in the same industry, including Healthcare, Trades, Technology, Service, and Apprenticeship. The Directors report to the Associate Vice Presidents of Instruction. Some of their responsibilities include:

- Provides support to Coordinators, Leads, Instructors, and Students
- Supervises all employees in the programs included in their area(s) of responsibility
- Ensures compliance with Institutional and Programmatic accreditation requirements
- Oversees data collection and compliance for Completion, Placement and Licensure (CPLs)
- Maintains the Program Master for all programs they are responsible for
- Attends all advisory meetings in their respective programs and ensure they meet the accreditation standards
- Oversees program budgets and purchasing including compilation of annual budget requests and presentation of that to the President and Vice Presidents
- Assists with student discipline and parental concerns
- Serves on assigned committees and attend meetings as assigned by the President or Vice Presidents
- Oversees hiring, training, development, and discipline of faculty and staff in respective departments
- Expands and retracts programs based on industry need
- Conducts annual evaluations with direct reports
- Meets with Coordinators regularly, both individually and as a group

- Represents assigned program areas with higher education and K12 partners
- Facilitates articulations and pathways, where appropriate
- Partners with industry for sponsorships, equipment donations, and other program involvement
- Meets weekly with Associate Vice President for progress and program updates
- Other duties as assigned

Senior Program Coordinators, Program Coordinators, Program Leads

Senior Program Coordinators and Program Coordinators are utilized in some larger departments to assist the Program Director, to whom they report directly. Single campus programs have Program Leads instead of Coordinators, but their duties are the same and include:

- Oversight of the assigned program
- Supervises other department employees
- Develops and updates curriculum
- Holds qualified Advisory Meetings
- Ensures Completion, Placement and Licensure benchmarks are met annually
- Oversees course syllabi and Canvas courses
- Responsible for lab safety, cleanliness, equipment, and supplies
- Manages Purchasing card
- Holds regular department meetings
- Represents program with other technical colleges, the Program Directors, community events, employers, and other assignments
- Develops working relationships with employers in the industry
- Makes regular visits to other campuses where program is offered
- Completes annual professional development
- Maintains industry contact tracking sheets
- Performs annual evaluations with employees in their department
- Helps market program and increase enrollment
- Is a model of professionalism for department members and students
- Other duties as assigned

Program Instructor

Program instructors are industry professionals and report directly to their Program Coordinator or Lead. Their duties include:

- Creates lesson plans based off of current curriculum

- Teaches required materials and skills for course completion
- Prepares and teaches relevant labs
- Takes daily attendance in class
- Upholds classroom management expectations for a desirable learning environment
- Responsible for lab safety and cleanliness
- Meets regularly with Program Coordinator/Program Lead
- Meets regularly with students one on one for progress reports
- Marks course progress in Northstar at the end of each course or the by the first of each month, whichever comes first
- Develops working relationships with employers in the industry
- Completes annual professional development
- Maintains industry contact tracking sheets
- Tracks Completion, Placement, and Licensure (where applicable) on all students upon program completion or withdrawal
- Helps market program and increase enrollment
- Is a model of professionalism for department members and students
- Other duties as assigned

Lab Instructor

Lab instructors are knowledgeable in the program area due to completing the program, gaining work experience in the industry, and/or being certified, if applicable. Their duties include:

- Is familiar with course requirements and skills pass-offs
- Assists instructor to prepare labs with appropriate supplies and equipment
- Demonstrates and teaches skills to students in the lab
- Observes students performing skills pass-offs and signs them off, when competency is demonstrated
- Enforces lab safety and cleanliness
- Helps market program and increase enrollment
- Is a model of professionalism for department members and students
- Other duties as assigned

Administrative Assistant

Administrative Assistants have the necessary office and computer skills to be helpful in the program, but may not be able to assist with program competencies due to lack of knowledge in that area. Their duties include:

- Assists the instructor(s) with paperwork and data entry
- Assists the instructor(s) with collecting information for CPLs
- Assists the instructor(s) with ordering of supplies and equipment
- Answers phone calls and responds to emails for the department in general
- Assists in maintaining a clean and orderly training environment
- Models and teaches good work habits to the students
- Assists the instructor(s) with the application process for new students, where applicable
- Other duties as assigned

Office of Teaching and Learning (OTL)

The [Office of Teaching and Learning](#) has instructional designers, a Learning Management System (LMS) Administrator, a manager, and a director who strategize on helping instructors effectively utilize technology for teaching.

OTL manages the Canvas Learning Management System. Faculty can access [Canvas](#) for the gradebook, assignment submissions, and other communication tools.

Instructional Designers develop interactive content for instructors to use in their courses, and optimize course design for student use on multiple platforms.



OTL works in coordination with Human Resources to manage [Bridge](#), a centralized repository of learning resources (online courses, live training and programs). The learning library in Bridge, can be accessed at any time to learn more about Canvas, teaching, and other work-related topics. Professional development credit for the learning activities in Bridge are also available and can be accessed at any time. OTL provides monthly instructor webinars and quarterly in-person training to inform on pedagogy including curriculum design, effective teaching practices, and high quality course design from other instructors across campus.



[Simple Syllabus](#) is another platform managed by OTL. It contains the [syllabus library](#) and integrates with Canvas to ensure each student has access to their course syllabus. If a new Canvas course is created, a new syllabus must also be created. Syllabus templates are managed by OTL in coordination with Program Directors, Coordinators, and Leads. Syllabi are approved by Program Directors. Learn more about the syllabus creation and approval process [here](#).

Please refer to the [OTL page](#) on the MTECH website for more information and links to important sites.

[Faculty Calendar](#)

The Faculty Calendar is distributed to faculty and staff in August of each year. It includes important dates such as blackout days, faculty meetings, campus meetings, and graduation. It also includes due dates for grades and Completion, Placement and Licensure reporting (CPLs). Faculty find it particularly helpful when scheduling lesson plans to know what days the students will not be on campus.

The Faculty Calendar should be referenced often so as to not miss any required meetings or events. It is also available as a google calendar via the website, and it can be added into an individual calendar. The google calendar will reflect any changes that are made during the year.

Blackout Dates

There are designated blackout dates each year where time off should not be taken. These generally fall on the first and last day of classes to ensure instructors are with students on those dates, on the annual Opening Institute professional development day for all employees, and on the day of graduation. Other dates may apply.

All requests for time off on a blackout day must be approved by the College President. Please take note of these dates when planning vacations, medical procedures, family events, etc.

Faculty Meetings

Five Faculty Meetings are held each year and are scheduled on the Faculty Calendar well in advance. Please make note of these dates, as they are mandatory for full-time faculty members. Part-time faculty should also attend unless it interferes with other full-time employment. A virtual option is available for faculty who work other jobs. All faculty must get approval from their Program Director to miss a faculty meeting. These meetings are used for important announcements, accreditation requirements, and professional development training.

Campus Meetings

Four Campus Meetings are held throughout the year. These meetings are held at each campus during a given week and are for all employees to attend. Campus Meetings include announcements, college updates, and safety training. Employees are given the opportunity to discuss campus specific questions and/or concerns with administration. Attendance is recommended, but not mandatory.

Commencement



The MTECH Commencement ceremony is held every May at the UCCU Center at Utah Valley University in Orem. This event is for all students who have completed, or will complete by July 31st of each given year.

All faculty, full and part time, are required to attend and participate in the graduation ceremony, if they have any students who are eligible to participate.

Students will receive a commencement gown and cord prior to commencement during Gown Distribution Days. They are paid for in the cost of the course fees. Students are to wear them throughout the duration of the ceremony.

MTECH instructors also receive a commencement gown and a MTECH stole and are expected to wear them throughout the duration of the ceremony.

Professionalism

All instructional faculty and staff are responsible for creating and maintaining a professional environment in the classroom and lab to prepare students with what to expect on the job. Some of these requirements include:

Classroom Management

- Starting and ending class on time; classes should not start late or end early. Students should practice arriving on time and staying on task for the duration of the class, as they would in the workplace.
- Maintaining and demonstrating what will be expected in the workplace including dress code, language, hygiene, and appearance.
- Instructors should not, “friend” or “follow” their students on social media and vice versa, nor should they socialize with each other outside of class.
- Instructors should keep a professional relationship with students, and should not discuss personal items with students during or after
- Safety measures should be practiced by faculty and staff and strictly enforced with students in the classroom and lab

Dress Code

- The dress code for MTECH employees is generally termed “business casual” with some exceptions for special occasions. Most Fridays are designated as “dress down” days, when jeans are allowed.
- Instructors should wear clothing appropriate to the program they teach. For example, a Medical Assistant instructor may wear scrubs with closed toed shoes, and require the same for their students. An Automotive instructor may wear clothes and boots that would be required in a shop for safety.
- Regardless of the work assignment, all MTECH employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours and while on college business either on or off campus.
- Please refer to the [Employee Handbook](#) for more information on dress code

expectations.

Eye Safety and Face Protection

- Utah law states that every student, teacher, and visitor in any public or private school must wear industrial quality eye and/or face protection devices while participating in or observing the following: industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; and heating, treating, tempering, or high firing of industrial materials and chemistry projects, when using caustic, explosive, or hot chemicals, liquids or solids. MTECH students are required to adhere to that law.

Office Hours

Instructors are expected to hold and maintain regularly scheduled office hours for 30 minutes either before or after class to be available for students. Office hours should be listed on each course syllabus.

Student Attendance and Progress

Attendance and progress are critical for the success of every student. The instructor has the first responsibility to notice if a student is struggling, and to meet with them. A discussion should occur about why the student is struggling, and a Student Success Plan should be made with appropriate goals to address shortcomings. This may include a referral of the student to the Counseling Office to obtain resources to meet their needs.

Students have three attempts to pass each course in their program. They must pay tuition and fees for each repeat. After the first failed try, it is recommended that the student reach out to an Academic and Career Counselor, who can offer help and appropriate services. After a second failed attempt, the student will be placed on academic probation, and can meet with the counselor for additional help and resources. After a third failed try, the student will be dismissed.

Professional Development

Faculty members are required to complete professional development hours each year. This includes 10 hours for part time faculty and 20 hours for full time faculty. Professional development activities usually fall in either of the following categories:

- Pedagogy or instruction-specific training, or
- Subject area specific learning activities or training

It is recommended that faculty spend approximately half of the required hours in each of the two categories, however this might vary from year to year depending on available conferences or other activities

What Counts as Professional Development?

Activity	Hours	Annual Availability
MTECH Faculty Meetings (all are required)	.5 hours	4 times/year (can earn up to 2 hours total) plus one hour for Opening Institute.
OTL Webinars (1/year is required)	1 hour for attendance 1 hour for completing assignment	4 times/year (can earn up to 8 hours)
OTL Workshops (1/year is required)	1.5 hours for attendance 1.5 hours for completing assignment	6 times/year (can earn up to 18 hours)
Bridge Courses	variable	available anytime
Department Trainings from Industry Professional (not from MTECH employees)	variable	variable
Continuing Education Credits	Variable 1 clock hour = 1 professional development hour	variable
MTECH's Opening Institute	Training Hours and Faculty Meeting count 1 clock hour- 1 hour of	Variable

	professional development	
Educational Conferences	Variable Count time in classes only for a maximum of 6 hours/day	variable
UEN Online Courses	Variable 1 clock hour = 1 professional development hour	variable
USB E Microcredentials	Variable 1 clock hour = 1 professional development hour	variable
Credits earned courses related to teaching or the program they teach in, taken at a Community College or University	1 Credit = 30 hours of professional development	variable
Ed2Go Online Classes	Variable 1 clock hour = 1 professional development hour	variable

All professional development opportunities outside of those provided by MTECH, should be pre approved by your supervisor.

Faculty members should track their professional development, and collect proof of attendance, a certificate, or a transcript to document their attendance.

What Does NOT Count as Professional Development?

- Campus Meetings
- Department Meetings (unless the meeting includes training from an industry professional)

Industry Contact Tracking

Instructors are responsible for making regular contact with industry professionals throughout the year to build relationships with them for industry updates, including curriculum and equipment changes, to assist students in job placement, and to network for guest speakers and other benefits to the program and the students.

Industry Contact Tracking Sheets should be filled out and submitted to the Program Directors by June 30th of each year.

Program or Course Changes

All proposed program change requests must be discussed and submitted to the Program Director by October 1st of each year. This process should follow the [New Programs and Changes to Existing Programs](#) policy and the procedure as follows:

1. Discuss proposed changes with the Program Director
2. Discuss proposed changes with the Advisory Committee and obtain input from the members
3. Submit the proposed course change plan in writing to the Program Director for approval
4. The Program Director submits the change to the Associate Vice President and the Vice President of Instruction.

Upon approval of the Vice President of Instruction, the following additional approvals are required:

1. MTECH Executive Staff
2. MTECH Board of Trustees
3. Utah System of Higher Education (USHE)
4. Council on Occupational Education (COE)
5. Department of Education (DOE) for programs over 600 hours

Administrative Services

Finance

Purchasing Cards

Program coordinators and leads may be issued an MTECH purchasing card for the convenience of purchasing supplies and equipment for their programs. The rules and guidelines for purchasing set forth by the Finance Department when the card was issued must be followed. Please refer to the [Purchasing Policy](#) for more information.

Credit Card statements are distributed monthly. Instructors must scan receipts for each purchase on one PDF, in the order they appear on the statement, and upload that document to AvidXchange. Each purchase should be coded according to the accounting system used by the Finance Department. This should be done in a timely manner.

Any abuse or lack of responsibility shown with the MTECH purchasing card may result in loss of privilege to have a card and/or a disciplinary action may be taken.

Budgets

Program budgets are set with input from the associate vice presidents, Instructors, leads, and coordinators from each program and their program director. The College President and vice presidents review all requests and allocate funds to the departments, as determined necessary. Program Directors communicate budgets to each department in their area of responsibility.

Budgets are maintained by the program director and their instructors and/or program coordinators.

Equipment Inventory

Every effort must be made by all faculty members to protect, maintain, and account for media resources, supplies, materials, and equipment in their classrooms and labs.

At the end of each fiscal year, an inventory will be taken of anything in the classrooms and labs that cost over \$250. The Finance Department will work with individuals on this process.

AvidXchange



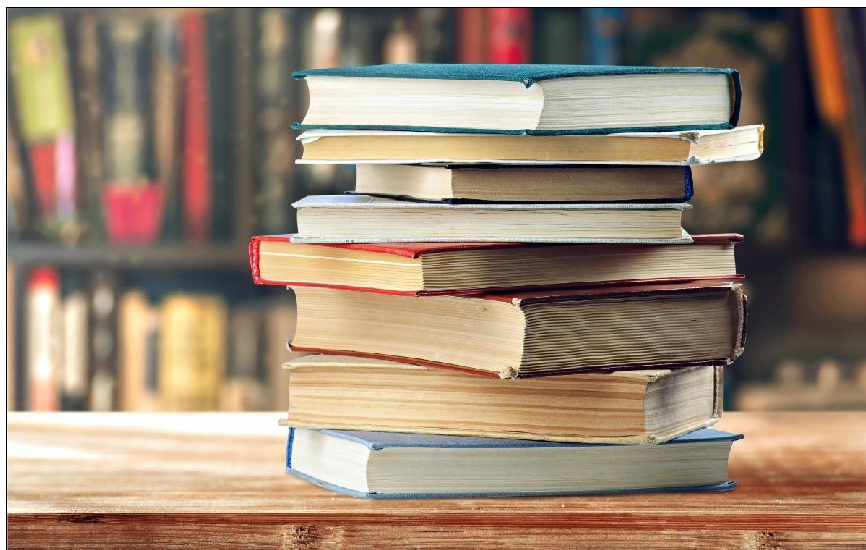
MTECH uses AvidXchange to process invoices, reimburse employee expenditures, and approve transactions processed on purchasing cards. Please contact the Purchasing Administrator for access to this system.

Bookstore

Students may be required to purchase textbooks, packets, and/or other materials for their respective programs. Verify the required books, supplies, and optional items for your program by visiting your specific program page at mtc.edu/programs. Books and program materials are sold online at <https://matc.revelup.online/store/5>. Other school supplies are available in the MTECH stores located at the Main Campus in Lehi, the Orem Branch Campus or Spanish Fork Extension Campus.

Bookstore Return policy

- Refunds and returns may be made via credit or debit only
- Clothing may only be returned if the tags are still intact and the item is not stained, washed, or worn
- Merchandise may be returned or exchanged if it is unused and in original packaging, or if the item was broken/defective when purchased by the customer
- All textbook returns require manager approval



- Textbooks that are shrink-wrapped with codes or other sensitive materials may not be returned once opened, **no exceptions**
- All clearance sales are final

Bookstore Buyback policy

- Textbook buyback is only for manager-approved items, at 40% of the original purchase price
- Only the current edition of textbooks used at MTECH will be eligible for buyback.
- Textbooks sold in shrink-wrapped bundles or with codes are not eligible for buyback
- Textbooks must be in good condition with no writing, highlighting, or notes on the inside (aside from the student's name,) and the cover and spine must be in good condition
- Only books that were purchased from an MTECH Bookstore location will be accepted for buyback

Copy Center

MTECH has an in-house copy center. Please use this amenity for large copy orders instead of using the copy machines found throughout the buildings. It is more cost effective and will leave the other machines available to other employees.

- [Copy and Print Center Procedures](#)

- [Copy and Print Center Order Request Form](#)
- [Business Card Order Form](#)

Please pay attention to published deadlines for copy center requests for each new start date.

Student Services

Academic and Career Counselors

The Academic and Career Counselors at MTECH are professionally trained and licensed student advocates and are available to all students. They are able to provide the following services:

- Provide information that will assist in the program/course selection and registration process
- Counsel and help students with academic concerns
- Address crisis situations/personal concerns and make referrals to community support services
- Track student progress and attendance to help students meet MTECH's academic standards
- Work collaboratively with other departments and services across the college to resolve student issues
- Provide guidance in campus and program policies or procedures, student rights, and the student complaint process
- Make arrangements for accommodations as requested under the Americans with Disabilities Act

Requests for Accommodations

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities.

Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. The Academic and Career Counselors make arrangements for accommodations as requested. If a student is suspected of having a disability requiring accommodations, please discuss concerns with an Academic and Career Counselor. It is not appropriate to ask the

student if they have a disability or to suggest they seek accommodations unless they have already voluntarily disclosed the presence of a disability.

Additional questions can be directed to Nicole Heslington, ADA Coordinator at nicole.heslington@mtec.edu or 801-753-4215.



Financial Aid

There are a variety of financial aid options to help students cover the expenses associated with enrollment in many of MTECH's programs. Grants, scholarships, benefits for veterans, and other funding sources are available to those who qualify. Please refer to <https://mtec.edu/financial-aid> for more information.

Federal Aid

A Federal Pell Grant is awarded money designed to help undergraduate students pay for education after high school. The awarded amount depends on your expected family contribution (EFC), the cost of education at your school, whether you are a full-time or part-time student, and whether you attend school for a full academic year. The Federal Pell Grant Program is primarily designed to guarantee eligible low and middle-income students with financial access to a college of their choice. Keep in mind that Federal Pell Grants are intended to be the “base funding” upon which eligibility for all other aid is determined. A student may additionally qualify for other types of financial aid, even if ineligible for a Pell Grant.

To file for a Pell grant, the MTECH Registration, Enrollment Agreement, and Financial Aid application forms supply facts about your previous education, finances, and previous financial aid and must be completed. In addition, you will need to complete a Free Application for Federal Student Aid (FAFSA) to generate a web based SAR (Student Aid Report), which provides facts about your income, family size, assets, etc. Both forms are available from our Financial Aid Office and must be completed for each award year.



Veterans Aid

Veteran students applying for admission to MTECH may be eligible to receive credit for military training and experience. They should meet with a certifying official in the college counseling office to see if they qualify for Veterans Aid.

Refer to the current list for [VA Eligible Programs](#)



Scholarships

To see what scholarships are available, students need to [create a Scholarship Account](#) with Scholarship Universe. After the student completes their profile in the account, they will see what scholarships they qualify for and what they need to do to apply.

Alternative Sources for Financial Aid

If a student does not qualify for Federal Financial Aid, Veterans Aid, or scholarships with MTECH, there are other options for financial help including private loans, and sponsorships from agencies such as the Department of Workforce Services, Deseret Industries, Vocational Rehabilitation, and more.

Please refer to <https://mtec.edu/financial-aid> for more information.

Testing

Entrance Assessment

Most MTECH programs require meeting skill level requirements on the Entrance Assessment prior to registration. The Entrance Assessment measures your reading comprehension and basic math skill levels. This aids in ensuring you are adequately prepared for the basic reading and math principles that will be used in the program you decide to enroll in.

How to waive the Entrance Assessment

The Entrance Assessment may be waived by either bringing a copy of external testing or alternative documentation to the testing center for approval or submitting the documentation to transcripts@mtec.edu. Counselors, Student Services, and Testing Proctors can help determine if the external testing or alternative documentation meets the specific program admission requirements. View program admission requirements [here](#).

Entrance Assessment Info

- Photo ID required to test.
- The Entrance Assessment is free and takes about 1 hour.
- All Entrance Assessments must begin a minimum 1 hour prior to closing.
- Additional prerequisites may be required for specific programs.
- If your assessment score is lower than the minimum allowed for your program, you will be provided a customized study guide, based on the elements you missed and need to improve.
- Study the identified areas and then you can retake the assessment.
- There is a waiting period of 1 day after the first attempt, 2 days after the second attempt, and 3 days after the third attempt.

Class Testing

If a faculty member would like to schedule the testing center for class testing, they should contact Courtney Bleyle at cbleyle@mtec.edu with the requested dates, times, and locations.

For students who are using the testing center for the first time, please schedule a time for a testing center orientation to help them become familiar with the process and policies.

Instructors should let the testing center know what materials are allowed for their students when testing such as calculators, notes, blank paper, etc.

Testing Center Rules

1. All students must have a physical photo ID in order to test; it cannot be a picture on their phone.
2. Cellphones, smart watches, and other electronic devices are not allowed in the testing center.
3. Tests will not be started in the last 30 minutes before the test centers close.

Northstar

For help with Northstar, contact Monica Buttars at ext 4244 or email her at monica.buttars@mtec.edu Monday - Friday from 8:00am to 5:00pm.

Evening support is available Monday through Thursday from 5:00pm to 8:00pm. Students and instructors can email student services at studentservices@mtec.edu

Bridge Courses

There are several courses in Bridge that instructors can use for troubleshooting in Northstar or to learn how to do a simple task.

1. [Northstar Basics](#): Logging in and basic troubleshooting
2. [Northstar for Instructors](#) Course:
 - a. Attendance
 - b. Progress
 - c. Certificate Completion
 - d. High School Grades

Student Password Resets

Students should email Student Services at studentservices@mtec.edu

Please don't send students to the front desk of Student Services. They get really busy the first day with phones and other issues and it takes much longer to reset passwords. There are multiple people watching the email and can get through them much faster.

It's best to work one on one with each student instead of going through the instructor. As soon as students have their account created, they get sent an email with their student ID and login, as well as the canvas link, and gmail (a lot go to SPAM folders). They are told to try to log in before class. Some students may have already logged in or reset passwords in order to register. They will NOT all have the same default. They should use the same password as they used to log in the portal. Students should email student services if they are having trouble with it still.

Title IX

It is the expectation of the College that all employees and students will comply with and support Title IX standards. Title IX prohibits sex (including pregnancy, sexual orientation and gender identity) discrimination in any education program or activity receiving federal financial assistance. Please refer to the Employee Handbook for more information, or contact Lynn Adams, Director of Diversity, Equity and Inclusion lynn.adams@mtec.edu or 801-753-4245.

Parking Stickers

Every student, faculty member and staff are required to have an MTECH parking sticker. Please note that there is a flyer with a QR code at Student Services in Lehi, Orem, and Spanish Fork. Students, faculty and staff need to use the code to fill out a request for a parking sticker. They can then pick up the parking sticker from any Student Services office.

If a student wants to park in the covered parking structure at the Provo campus, there is a \$25 fee for a keyfob. Students will use the same QR code to request the keyfob and call or visit student services to pay the fee. (801-753-6282) The keyfob can be picked up from Mark Middlebrook at the Provo campus. A \$5 check will be mailed to the student after the keyfob is returned at the end of the student's program..

Student ID Cards

Before a student ID card can be issued from Student Services, a picture must be taken of the student.. Students can get the pictures done in any testing center or can send a picture to studentservices@mtec.edu

Technology

Learning Resource Media

MTECH faculty and students have access to a variety of libraries and learning centers. Each program is responsible for providing learning and media resources for students such as educational materials, instructional supplies, and instructional equipment. Instructors will help students through a First Day Orientation and instruct them on the use and availability of all media, equipment, and/or learning resources, including safety.

Students have access to public and/or private libraries throughout the state for periodicals, manuals, professional trade publications, audio materials, and other resources. This access is available at no cost to students.

More information can be found in the [Learning Resource Media Plan](#).

Helpdesk

A helpdesk system is available to faculty when technical assistance is needed. The helpdesk is part of the Technology Department and they can provide support with MTECH owned computers including updates, parts, software installation, or troubleshooting in the classrooms and labs.

The helpdesk can be reached by phone or email:

- 801-753-4190
- helpdesk@mtec.edu

Purchase of Technology

Technology equipment and/or software requests must be approved through the program director prior to purchasing.

Computer labs and other technologies are updated on a regular basis according to the [Physical Facilities, Technical Infrastructure, Operation, and Maintenance Plan](#).

Facilities

Hippo Requests

For any facilities services needed, please log in to [Hippo](#) and submit the request. The facilities team will work through any required approvals and questions they have. Your supervisor will give you access to Hippo.

Building Use

- The MTECH Space Committee serves as the clearinghouse for all requests from any of the campuses. Unassigned areas cannot be used without approval. Items for Space Committee consideration should be sent to the Facilities Assistant, jsnyder@mtec.edu.
- Individual offices may be personalized, as approved by the head of the department. Extra care should be taken to keep surroundings looking clean, uncluttered, and presentable.
- Tack boards are located throughout the building, and therefore **NO** pictures are to be hung outside of the tack boards unless prior approval is obtained through the MTECH Executive Staff. If an employee wants a picture hung, they should submit the request through their supervisor. If approval is granted through the Space Committee, they must be hung by a member of the facilities department. *In addition, no pictures or posters should be hung on the walls, windows, or glass areas with tape or thumbtacks, they are only to be on the tack board or sign stands. NO HOLES SHOULD BE PLACED IN ANY OF THE WALLS!*

- Only appropriately approved service animals are allowed on any of the campus grounds or in buildings. No personal pets or comfort animals are allowed. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.
- The complete building use policy can be found at:
<http://go.boarddocs.com/ut/mtc/Board.nsf/goto?open&id=BXASBG6C9BEA>

Equipment

MTECH equipment should be regularly cleaned and maintained, in order to achieve maximum life, following the [Equipment Plan](#).

Disposal of Assets

When classroom equipment has reached the end of its service life, please follow the [Asset Disposition Procedure](#).

Classroom/Lab Procedures

Food & Drink

Food is not permitted in any classroom or lab. Drinks are allowed in spill proof containers as long as they are not a hazard to computers or any other equipment and are approved by the instructor.



All other food and drink should be consumed in designated areas throughout the campuses during scheduled breaks and before/after class.

Class parties involving food and drink may be held in designated areas as approved by the Program Director.

Substitutes

Faculty should notify their immediate supervisor as soon as they know they are going to be late or absent from work responsibilities. Instructors should make every effort to find their own substitute and notify their supervisor of the arrangement.

For safety of students and liability reasons, all substitutes must have prior approval through Human Resources after having gone through the fingerprints and background check requirements.

In the event a faculty member is unable to find a substitute, they should communicate with their supervisor to make other arrangements.

Faculty should have an emergency lesson plan on hand in the event of a last minute substitute.

Registered Students Only

Only registered students are allowed in the classrooms and labs. MTECH employees and students may not bring family, guests, pets, or any others to class. Service dogs are allowed if they have been specifically trained to do work or perform tasks for a person with a disability.

MTECH does not allow potential students to audit a class. Students will need to register for the class and withdraw within the refund period if they decide it's not a good fit for them.

Classroom Presence

Faculty must remain in the classroom or lab at all times if there are students present. Students should never be unattended, unless there is an emergency.

In the case of emergency, all equipment must be turned off to avoid injury and students should return from the lab into the classroom

Classes must start and end on time. Students should not be dismissed early.

All prep work, including making copies, gathering supplies, etc should be done before class starts. Personal phone calls, emails, and visits should take place before or after class.

Career and Technical Student Organization (CTSO)

CTSOs are nationwide clubs for students to showcase skills in their field of study. Students compete at the state level and may be invited to represent MTECH and the State of Utah to compete nationally.

While it is not required, instructors and students are strongly encouraged to participate in state and national events. Participation greatly benefits the students by building confidence in their skills. CTSOs also provide additional opportunities for success and leadership.

Instructors who work directly with their students to prepare and support them in their chosen CTSO will be compensated for their time and effort if all criteria listed in the plan is met.

Please see the [CTSO Procedure](#) for more information about CTSO's, student involvement, instructor duties, and compensation.

Safety Data Sheet (SDS)



The health and safety of students and employees is of utmost importance to MTECH.

Each instructor, regardless of program, must teach a safety unit that includes occupational and lab hazards. Safety training will also include the location and use of Safety Data Sheets (SDS) according to state and federal regulations.

SDS includes information such as the properties of each chemical, the physical, health, and environmental health hazards, protective measures, and safety precautions for handling, storing, and transporting the chemical.

OSHA requires that SDS for each substance used in the lab is available to students and employees. This can be done by keeping the SDSs in a binder or on computers as long as students and employees have immediate access to the information without leaving their work area when needed.

The entire standard is available on the OSHA website or by using this [link](#).

Campus Security

The [Campus Safety, Response, and Reporting Plan](#) outlines the steps that should be taken to protect College property, report crimes, and help provide a safe, secure environment for employees, students, and visitors.

MTECH has a Campus Security team to help foster an environment that will support success. See the [Campus Safety and Security webpage](#) for more information regarding campus safety and security resources, Campus Crime Report, Title IX and Non-Discrimination.

Incident Management

Should an accident, injury, or other safety situation occur, it must be reported to the Program Director and the Campus Safety and Security Office, using an [Incident Management Report](#).

If the instructor suspects that a student or another employee is under the influence of alcohol or drugs, they should notify the Campus Safety and Security Office at 801-753-4199.

Travel

Employee Travel

Instructors may have the opportunity to travel and attend conferences for professional development, to stay current with industry trends and practices, or for accreditation purposes.

Instructors should become familiar with the [Employee Travel Policy and Procedure](#), which includes information on compensation, reimbursements, and how often instructors can travel for work purposes.

Student Travel

Students may have the opportunity to travel for MTECH sponsored activities. Some of these may include a Culinary Arts trip to New York City over Spring Break, a hair show in Long Beach for the Cosmetology students, or state and national events with a Career and Technical Student Organization (CTSO).

All student travel must be pre-approved by the MTECH Board of Trustees.

Instructors should understand the [Student Travel Policy and Procedure](#).

Off-Campus Activities

Instructors may want to take their students off campus for a learning activity, such as taking a tour of a facility in their area of study, or utilizing equipment not available on campus.

Off-campus Activities must be pre-approved by the Program Director by submitting a completed [Off-Campus Activity Form](#) and getting all of the proper signatures.

On-Campus Activities

Instructors may want to hold an activity on campus for the public such as a Fashion Show or Night of Fine Dining. Permission and arrangements must be made if space will be used other than the instructor's assigned classroom.

On-campus Activities must be pre-approved by the Program Director by contacting all persons involved and verifying arrangements.

Mileage Reimbursement

Employees are able to be reimbursed for personal vehicle (mileage) expenses incurred when traveling for purposes related to their position. Travel must be documented on an official [Mileage Reimbursement](#) form and submitted through AVID at mtechinvoices@avidbill.com. All mileage reimbursement submissions must then be coded to the correct program and department prior to being sent to a supervisor for approval.

Human Resources

Please visit the [Human Resources page](#) on the MTECH website for more information about benefits, iSolved, Bridge, payroll forms, and contact information for the Human Resources department.

Extra Service Request/Agreement

This is an assignment that is in addition to the regular job duties of an employee. This needs to be pre-approved by the appropriate Director before an employee does any extra service. The Director should submit the form to Human Resources after obtaining the required signatures.

Extra Service Tracking Record

This form is to be filled out by the employee to record their hours agreed upon in the Extra Service Request/Agreement and submitted to their Director for approval. The Director will submit the completed form to Human Resources.

ADP This is the Human Capital Management program where Employees track time worked, request time off, and see the accruals for sick and vacation time. They also can see their previous pay stubs, benefit information (where applicable), annual employee review, and other items related to their employee information. If an

employee moves or changes phone numbers, dependent information, marital status, etc. they should update their information in ADP.

MTECH Policy and Procedure

MTECH policy and procedures are available to the public and MTECH employees on BoardDocs. This is accessed directly from the [policy link](#) on MTECH's website.

Instructor Forms

The MTECH website contains links to several important forms instructors might need including Industry Contact Tracking, Off Campus Activities, and Travel Requests. Please refer to the [Instructor Forms page](#) for more information.