WAKE TECHNICAL COMMUNITY COLLEGE
Applied Engineering & Technologies Division

Division Information and Student Policies

Welcome

Welcome to the Applied Engineering & Technologies (AET) Division. The mission of the AET Division is to prepare students for successful employment upon graduation in Applied Engineering & Design, Skilled Trades & Construction, and Transportation fields.

The AET Division also promotes STEM initiatives and events to enrich student lives and provide strong pathways to engaging careers. STEM education at Wake Tech provides all students with real-world knowledge and practical experience needed to become informed citizens and good stewards of community resources.

Student Code of Conduct, Rights, and Responsibilities

All Applied Engineering & Technologies courses follow the academic policies set forth in the College Catalog. Please review the College Catalog regarding the expectations of student conduct on the campus.
Website: https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities

Core Values of the College

In keeping with Wake Tech's mission statement, each AET Division course will promote the college's core institutional values:

- Accountability: Instructors and students stand by their words and actions, taking full responsibility for what they create and for what they contribute to the community.
- Respect: Instructors and students will foster an environment that is respectful of all.
- Responsibility: Instructors and students will foster an environment that promotes taking responsibility for one's actions and obligations.
- Critical Thinking: Instructors and students will strive to improve the critical thinking skills of analysis, synthesis, and evaluation.
- Communication: Instructors and students will strive to ensure that both written and oral communications are clearly understood.
- Collaboration: Instructors and students will strive to develop collaborative skills.

Communication & Email

Every curriculum student is provided with an official Wake Tech email account through the student portal (my.waketech.edu). This college-issued email account is to be used for all email correspondence with instructors and other college officials. Once the account has been activated, students may choose to re-direct their email to a personal account. However, students are reminded that official correspondence from the college (communications from instructors, information about registration or financial aid, etc.) will ONLY be sent to the Wake Tech email address.
Website: http://my.waketech.edu

Student Concerns and Division Contact Information

Most classroom issues can be solved with respectful and prompt communication. For a student complaint or grievance, the AET Division follows the guidelines in the Student Code of Conduct, Rights, and Responsibilities.

Steps for resolving issues or concerns:
- The student will communicate concerns and/or complaints with the instructor outside of class time.
- If not satisfied with the resulting decision, the student can speak with the Program Director/Instructional Department Head. This should be done before contacting the Administrative Department Head or Dean, following the chain-of-command within the AET Division.
- If the matter remains unresolved, the student can then contact the Administrative Department Head or the Division Dean. Be prepared to explain the particular area of disagreement with the decision of the instructor and the Program Director/Instructional Department Head. Please keep in mind that due to scheduling, the Division Dean is not always available to meet with students immediately and will require a scheduled appointment.

Contact/Title	Name	Email & Phone
Instructor		Contact information is provided on course syllabus and in Blackboard.
Program Director/Instructional Department Head		Contact information is available on the AET division website (http://aet.waketech.edu) under each Program's "Program Faculty" list.
Administrative Department Head – Skilled Trades & Construction	Russell Wahrman	rawahrman@waketech.edu 919-866-5152
Administrative Assistant – Skilled Trades & Construction	April Thompson	althompson3@waketech.edu 919-866-5798
Administrative Department Head – Transportation	Ronnie Lowe	ralowe@waketech.edu 919-866-5158
Administrative Assistant – Transportation	Karla Howe	khowe@waketech.edu 919-866-6212
Administrative Department Head – Applied Engineering & Design	Byron Latil	bjlatil@waketech.edu 919-866-5342
Assistant to the Dean & Administrative Assistant – Applied Engineering & Design	Barbara Lyczkowski	belyczkowski@waketech.edu 919-866-5161
Dean	Lora Eddington	lmeddington@waketech.edu 919-866-5332

Disability Support Services

Should you require accommodations for any type of learning challenge, you must contact Disability Support Services. Instructors are not required to provide extra test time or any other accommodation under ADA without formal documentation from the Disability Support Services division.

Website: http://disabilityservices.waketech.edu

ILC: Individualized Learning Center

The Wake Tech Individualized Learning Center offers assistance to Wake Tech students on campus as well as distance education students.

Website: http://ilc.waketech.edu

FERPA: Annual Notice to Students of Their Rights under the Family Educational Rights and Privacy Act of 1974

This act, with which the College intends to comply fully, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. To the extent consistent with the Act, students who seek the correction of inaccurate or misleading data or who otherwise have complaints should follow the grievance procedure contained in the College Catalog. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act.

For more information on FERPA, see: https://www.waketech.edu/admissions-aid/become-a-student/recruiting-outreach/parents-family/ferpa

Academic Integrity

Effective education depends on an atmosphere that is conductive to learning, and creating such an atmosphere is the responsibility of both students and instructors. This atmosphere is based on a foundation of mutual commitment to honesty, truth, fairness, respect, and individual responsibility. Since this atmosphere requires students and instructors to maintain the highest integrity in all their academic endeavors, students may be asked to sign a statement of academic integrity upon entering a class at Wake Tech. Cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process. Academic penalties for cheating and plagiarism will be assessed as per the Student Code of Conduct.

Note: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Instructors should establish clear expectations about collaborations. Students should seek clarification, when in doubt, by contacting the instructor in a timely manner to ask questions about what constitutes cheating or plagiarism. Student should ensure that all work submitted for a graded group assignment in which they have participated is the original work of the group members.

Classroom Behavior

Certain ground rules are necessary for a successful learning environment. Students are asked to commit to the following standard of behavior:

- Students will respect themselves as well as everyone else in the room.

- Students will accept the instructor's role as director of the class.
- Students will support the right of everyone in the class to learn and participate, including him or herself.

Guidelines and consequences for misbehavior will be handled according to the policies outlined in the College Catalog.

Attendance

Wake Tech encourages regular class attendance; absences can hurt academic performance and are not a part of good scholarship. Students are expected to take personal responsibility for their attendance and use discretion when making schedule choices to meet the demands of work, family, and other responsibilities. Students anticipating absences should notify their instructor in advance. If prior notification is not possible, the student should contact the instructor immediately upon returning to the College to determine the next course of action. Students are expected to be in attendance at least 90% of all scheduled class hours. The full withdrawal policy is explained in the College Catalog.

Students are expected to arrive to class on time and to remain in class for the entire class period. Arriving late or leaving early disrupts the learning environment; however, extenuating circumstances may necessitate late arrivals or early departures. As with absences, students should notify their instructor as soon as possible if they will be late to class or be required to leave early due to other responsibilities. Patterns of tardiness or early departure that cannot be justified to the satisfaction of the instructor will be considered violations of the attendance policy, as follows: two tardies or early departures will equate to one absence. Students should consult course handouts or instructors for more specific details.

North Carolina law requires that students be permitted at least two excused absences per year for these purposes. Wake Tech students are allowed two class days of excused absences per academic year for religious observances. It is the student's responsibility to contact the instructor for each course in which work will be missed. The student must provide written notification to the instructor within the first two weeks of the semester, identifying the religious observance and date of the planned absence.

Faculty members must provide a suitable accommodation for affected students. Specific accommodations may vary, depending on course content, mode of instruction, and size of class. Students are responsible for missed class content. Students must request and should be provided with any instructional materials given out during their absence.

Student Withdrawal

A student who finds it necessary to withdraw from a course can initiate the process through the Student Portal or inform their instructor through Wake Tech email of the intent and reason for withdrawal.

Students who are withdrawn or request to be withdrawn for any reason, including attendance policy violations, by the published withdrawal date, are assigned a grade of W. The published withdrawal date is the 60% point of the term.

Students who withdraw after the published withdrawal date receive either a WP or WF grade, depending on their status in the course at the point of withdraw.

Any instructor is able to withdraw a student at any point of the semester due to violation of the attendance policy as explained in the College Catalog. It is the student's responsibility to notify their instructor of any absences as soon as possible.

Expectations of Students
Students are expected to:
- Verify that they have met all prerequisite and/or corequisite requirements for the course.
- Be actively engaged in and responsible for their own learning.
- Purchase all required textbooks, software, and supplies for class.
- Be both prompt and prepared for lectures and labs.
- Access Blackboard and their Wake Tech email regularly.
- Know when their final exam is scheduled and to be there prepared and on time.
- be both attentive and respectful of their classmates and their instructor –
    - Listen attentively to both the instructor and questions/comments by students.
    - Ask relevant questions and make appropriate comments during lectures and labs.
    - Arrive on time for class and remain until the class is dismissed by the instructor.
    - Use technology in the classroom for academic work only.
    - Give the class full attention.
    - Do not cause disruptions for other students.
    - Complete required work outside of class according to instructions, including working with teams and on take-home activities, projects, or labs.
- Attend class regularly.

Expectations of Faculty
Faculty are expected to:
- Promote a respectful and positive learning environment for all, demonstrating an understanding and appreciation of diversity.
- Be prepared for classes and labs with lessons promoting student engagement and active learning.
- Administer class and college policies fairly and consistently.
- Maintain accurate records of attendance and academic performance.
- Protect ever student's right to a positive learning experience.
- Report test and assignment grades within a reasonable period of time, recording major grades on Blackboard or other course learning management system (posted within 1-2 weeks)
- Effectively utilize all scheduled class time.
- Assign student grades according to methods that are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

Field Trips
Some courses offered by Applied Engineering & Technologies Division programs include field trips as part of their instruction. Students enrolled in courses with scheduled field trips are

expected to attend all field trips. Alternative assignments may be available upon request. Please see your instructor for further information.

Inclement Weather

Information regarding the closing of the College because of inclement weather will be announced on local radio and television stations, and posted on Wake Tech's web site. In the event that bad weather occurs after the opening of the College, announcement of college closure will come from the Instructor as well as through Wake Tech Warn. We recommend all students sign up for Wake Tech Warn alerts to be kept informed of any campus closures. Website: https://waketech.regroup.com/signup