

**COURSE SYLLABUS
EMILY GRIFFITH TECHNICAL COLLEGE
APARTMENT MAINTENANCE (MAP)**

SECTION I: COURSE IDENTIFICATION

Course Title: Apartment Maintenance (Maintenance Apprenticeship Program, MAP)

Course Number: Varies by date

Course Description:

Students will learn the basics of apartment maintenance through classroom instruction and on the job training. Students will be introduced in class to concepts and best practices for plumbing, electrical, HVAC, drywall and paint repair, appliances and safety.

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SECTION II: STUDENT OUTCOMES AND EXPECTATIONS

SPECIFIC COURSE OUTCOMES:

Student will:

1. Develop a professional persona appropriate to the industry.
2. Use skills learned in class and the field and apply them to real situations.
3. Learn daily functions and job duties, including work expectations.
4. Learn effective communication with tenants, fellow employees, and apartment managers.
5. Begin to establish their reputation in the field through application of class and field work and the students work ethic.

INSTRUCTIONAL GOALS:

The Instructional Unit has identified the following lifelong/workplace skills that are the foundation for your course of study at EGTC: Communication, Critical Inquiry, Intra/Interpersonal Responsibility, Quantitative Reasoning, Technology, and Aesthetic Perception. This course will focus on how to develop these skills to be used in a professional setting. This will include professional appearance, communication, networking, and other skills to help you obtain and maintain a position within your industry.

Also, you will gain real-world experience while at your apartment site, the goal is to build your skill set and experience to help you obtain future employment opportunities.

GENERAL LEARNING OUTCOMES OF EMILY GRIFFITH TECHNICAL COLLEGE:

Successful students will have shown the ability to pursue and retain knowledge, comprehend the various significant levels of acquired knowledge (analyzing and identifying their various components), evaluate the significance of the knowledge, synthesize ideas from multiple sources, and apply what is learned to work and life situations.

GENERAL OUTCOMES:

Successful occupational and technical students will be able to:

1. Perform tasks related to specific jobs or cluster of jobs.
2. Understand the conceptual framework underlying the acquired technical skills.
3. Demonstrate an understanding of personal and work characteristics that contribute to effective job performance.

SECTION III: CLASS POLICIES

Attendance:

This program is designed to give the student on the job training as well as classroom instruction on the basics of apartment maintenance in a six-week period. Students are expected to attend every class session and attend work every scheduled day during this period. If you need to miss for an emergency (medical issues, family emergency or death in the family) you must notify your apartment site, and the course instructor immediately.

Expectations:

Students are expected to treat this course and on the job training as they would a career. This includes showing up for work and class on time, willingness to learn, and willingness to work in potentially dangerous environments (outside in cold and heat, in dirty apartments, etc.) Students that do not could be subject to being dropped from the class and terminated from the apartment site.

Professional Appearance:

Students will adhere to the dress code of the site; dress code must be addressed between the student and the site before the student begins the program.

Conduct:

Students need to conduct themselves in a manner compatible with the college's function as an educational institution. EGTC expects each student to obey the federal, state, and municipal laws, as well as college regulations. Students are expected to act professionally while at their internship site. Students are not only representing themselves but are acting as representatives of EGTC. Students who act unprofessionally not only damage their reputation but the reputation of EGTC. If a student is acting unprofessional at any time the site can terminate the student from the MAP program. The site and the student must notify the Apartment Association of Metro Denver and the instructor if the student is terminated.

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action.

If at anytime the student feels uncomfortable, is asked to do something that is not in their scope of work, or is subject to any type of harassment, the student must contact the Apartment Association of Metro Denver and the Instructor immediately, and the appropriate action will be taken in order to protect the safety of the student.

Student Email and phone number:

Email communication is an important aspect of your work. Therefore, you will need to provide an email address and phone number that you can be contacted at for information and in case of an emergency.

SECTION IV: OTHER

INSTRUCTIONAL POLICY ON ACADEMIC DISHONESTY:

Academic dishonesty includes cheating and plagiarism. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work. Note the following examples:

- Submission of any materials not prepared by students but presented as their own.
- The unauthorized possession and use of notes, books, or the soliciting of assistance from another student during an examination.
- Illegitimate possession or disposition of examination or test materials and answer keys to tests and examinations.

Plagiarism refers to the use of another person's work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) copying verbatim another person's work (i.e., words, phrases, sentences, or entire passages); (b) paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinions, or ideas); and (c) summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two).

ACADEMIC INTEGRITY:

A commitment to academic integrity is essential to the mission of Emily Griffith Technical College. Academic dishonesty violates the foundation of education, undermines the experiences within the instructional setting, and negatively impacts the needs of business and industry. This policy applies to any and all student experiences at the school and in affiliate programs (including internships, clinical programs, online classes, etc.). Any violation of this policy in which academic credit is involved may result in immediate program termination and loss of program credit. The following is a broad overview, but not an all-encompassing definition, of what constitutes a violation of academic integrity. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any examination or evaluation which have not been authorized by the instructor.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Unauthorized collaboration is when students submit individual academic works that are substantially similar to one another.

Students found to be in violation of the Academic Integrity Policy will be removed from class until the instructor and supervising administrator determine appropriate disciplinary action including removal from school, return under contract, or immediate expulsion. Students who

violate Emily Griffith Technical College's Academic Integrity Policy may also be subject to individual course penalties. This can result in but is not restricted to, failing the course, in addition to any College penalty. All instructors must reference academic integrity in their syllabi. If a student feels that he or she has been wrongly accused of violating the Academic Integrity Policy, the student has the right to appeal the charge to the body that first issued the sanction.

ACCOMMODATIONS:

EGTC will provide reasonable accommodations to qualified students with disabilities on a case-by-case basis.

Students with documented disabilities may request accommodations through Student Services Office/Disability Services Advisor. The student is responsible for self-identifying, requesting the accommodation and for providing documentation of his/her disability.
Accommodations due to a disability should be requested at least three weeks before the service or class. Some services may require additional time to process, so we advise that you submit your requests as early as possible.
To obtain an accommodation, the first step is to attend an intake appointment. At that time you may obtain an "Accommodation Request" form and discuss your specific needs with the Disability Services Advisor. Make an appointment by calling 720-423-4859 or emailing dss@emilygriffith.edu .

EMERGENCY PROCEDURES:

Information on how to respond to an emergency at EGTC and an evacuation map is posted in each classroom. Please review this information. During an emergency or when an emergency alarm sounds, uniformed security officers or safety wardens will provide instructions which must be followed.

SECTION V: COURSE OUTLINE

Tools: For this class and on the site, you are going to need some basic hand tools. These include A hammer, utility knife, tape measure, adjustable wrench, a Phillips and a slotted (flathead) screwdriver. These tools are necessary for the work that you will be doing; there are some other specialized tools you will need in the future such as a multimeter, socket wrench set, and a pipe cutter. We will discuss the use of tools and tool safety in the class. As you will learn in class and on site, there are going to be tools that work better for you than others, and you will learn to build your toolset based on your needs.

Week One: Welcome to Multifamily: Site Success

- Industry terminology
- A day in the life of....
 - Maintenance
 - Leasing
 - Assistant Manager
 - Community Manager
 - Regional Manager
- On-site operation and what it entails
- Marketing path
- Curb appeal
- Make-ready
- Unit turns
 - Vacant, untouched unit
 - Ready unit
- How to troubleshoot
- Resident experience
- Property tour

Week Two: Plumbing

Tool list: Adjustable wrench, pliers, hacksaw, pipe cutter, screwdrivers (Phillips and slotted),

- Toilet, sink and faucet installation
- Soldering (including silver)
- Pipe fitting (copper, CPVC, PVC)
- Leak detection
- Drain cleaning
- Emergency shut off
 - Unit
 - Building
- Water heater operation and troubleshooting
 - Gas
 - Fire
 - Electric

Week Three: Electrical

Tool list: Pliers, wire cutters, wire strippers, multimeter, screwdrivers (Phillips and slotted)

- How to use multimeter
- Basic electricity
 - What is electricity
 - Terminology
 - Voltage
 - How does it work

- Basic circuitry and the repair of basic components
- Panels, breaker, and fuses
- Lockout, tagout, and safety
- Reading schematics
 - Blueprints
 - Symbols

Week Four: HVAC

Tool list: adjustable wrench, pliers, multimeter, screwdrivers (Phillips and slotted)

- Gas forced air system
- Split system (refrigerants, charging)
- Hydronics
 - Gate valves
 - Zone valves
- Thermostats operation and testing
- Aquatherm systems (prevalent system in multifamily)

Week Five: Appliance Repair

Tool List, Adjustable wrench, pliers, multimeter, screwdrivers (Phillips and slotted)

- Troubleshooting all appliances
 - Refrigerator
 - Range
 - Dishwasher
 - Microwave
 - Washer/Dryer

Week Six: Drywall and Painting (must be hands-on)

Tool list: Drywall saw, putty knife, utility knife, tape measure, paint brush, screwdrivers (Phillips and slotted)

- Drywall repair
 - Patch
 - Texture
- Matching textures
- Framing
- Basic paint terminology
- Types of paints and applications

Safety and Hazmat (through six-week program)

- Identification
 - Lead
 - Mold
 - Asbestos
 - Meth

- Safety
 - MSDS
 - PPE
 - SDS
- OSHA
 - What is OSHA
 - Basic guidelines/rules