



A Program of the LIME Foundation

Syllabus for Hybrid or In-Person Learning

Introduction to the Trades

Course Description

The Introduction to the Trades course within the NextGen Trades Academy is designed to teach introductory knowledge in various aspects of technical trade subject matter. Each class includes trade presentations, interactive discussions, terminology, tools, activities, resources and assessments to fulfill the ultimate goal of developing skilled and reliable apprentices, employees and entrepreneurs.

This course is offered at **zero (\$0) cost** for eligible enrollees due to generous funding provided by community partners and individual supporters.

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Prerequisites

Participants will have received or are actively working on their High School Diploma or GED

Objectives

The following list includes the core objectives for each trade within the course:

- To describe the fundamental job functions and specific types of work projects for each trade
- Identify specific tools used for each trade
- Understand green building alternatives and sustainable materials that pertain to each trade
- Understand career opportunities within each trade

Schedule

A sample course schedule will be provided to each student. Students can also access their schedules by logging into their student portal. This schedule will help prepare for classes and assignment deadlines.

Note: Your instructor reserves the right to modify the course schedule according to the needs of the class. Any schedule changes will be communicated to students via email.

Text, Materials, and Resources *(Available with student login)*

1. Introduction to the Trades Workbook
2. Presentation Slides

***The materials of this course may not be shared or distributed outside of class**

Technology Requirements

This course requires access to a computer or device with:

- Internet access, preferably with a high-speed connection
- A web browser (For the best experience, use Chrome, Mozilla Firefox, or Safari)
- Speaker, microphone, and webcam
- Email Account

Technology Access

There are Chromebooks available to all students. Students may use their devices or receive technology from the NextGen Trades Academy at no cost. See Chromebook Lending Agreement in Appendix III. Contact your instructor to make arrangements for the use of loaner devices.

Student Responsibilities

It is your responsibility as a student to be aware of course policies as laid out in this syllabus and presented on the course site. You are responsible for your success in the course.

To be a successful student, you must:

1. Attend mandatory and required classes; includes keeping cameras on during classes
2. Participate in class discussions, team activities and speaker evaluations
3. Complete assignments by the due dates specified; quizzes, workbooks, special projects
4. Complete the CalOSHA certification by the final day of class
5. Check emails and text messages for announcements
6. Communicate regularly with your instructor and ask questions if you need additional assistance
7. Refer to the resources provided throughout the course

Course Format

The Introduction to the Trades course is offered in a hybrid or in-person learning environment. Virtual courses use online technology; Zoom and Moodle.

Zoom: <https://us02web.zoom.us/j/6943667704?pwd=bG5Uc2ZQbzdGN0JrS1RZVG9xY05hQT09#success>

The live virtual classes are conducted on Zoom, a video conferencing system. Students can create a free Zoom account prior to the first day of class. Be sure to enable the feature that includes your first name and last initial so attendance during each class can be counted.

Moodle: <https://thelimefoundation.moodlecloud.com/login/index.php>

The e-learning platform for classes is Moodle, a course management system. Each student will receive a username and password prior to the first day of classes. The learning platform will include all assignments for students to submit their work electronically. There are also resources within the platform to help students gain a better understanding of the trades industry.

The length of the course range is 10 days over a 3-week period. Typically, Tuesday through Thursday and Saturdays.

Use of one device to log on to class is allowed, but all other electronic devices may not be used during class; they should be turned off and stowed before the beginning of class.

Class Outline

The following list of classes are rotated in each course cycle. Refer to your course schedule for specific classes offered during the dates of your course cycle.

Trades

Agriculture Architecture Battery storage Blinds/Shutters Carpet Cleaning Carpentry Drafting	Electrical Electrification Flooring Green Building and Sustainability Gutters Horticulture	HVAC Interior Design Landscape Design Landscaping Painting Permaculture Plumbing	Restoration Roofing Sheet Metal Safety and OSHA Solar Tile Welding
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Life and Workforce Skills

Financial Literacy
Health & Wellness

Interview Skills
Real Estate

Resume Writing
Safety Training

Stress Management
Empowerment Workshops

Attendance/Participation

It is critical that students attend every class as outlined in the class schedule. Students are expected to arrive to class on-time or up to 15 minutes early. If students are more than ten (10) minutes late, they may be considered absent from class and lose participation points.

During this course, you will interact with numerous guest speakers. Participation includes your interaction with these guest speakers and your peers. Students will receive a list of suggested questions to ask speakers prior to the start of class. Students receive thirty (30) participation points for each class attended.

Students may only receive one (1) excused absence for trades classes only, excluding the mandatory classes listed below.

The following classes cannot be missed:

- **First Day of Class: Introduction to Construction**
- **Introduction to OSHA**
- **Introduction to Financial Literacy & Real Estate**
- **Resume Writing & Interview Skills Workshop**
- **Last Day of Class**

Online learning offers flexibility, however, the accelerated nature of the course requires students to fully engage and participate during each class. This includes keeping your camera on during classes. If you need to plan personal travel during the course, please ensure you have continuous access to a reliable Internet connection so you may join the live classes.

NOTE: Class attendance is required in order to access and complete all assignments. Students can log on to the portal to access each assignment and supporting materials throughout the course.

Assignments

Students are expected to participate in all assignments to demonstrate fulfillment of the course objectives. The list of assignments are designed to reinforce objectives, to provide innovative teaching techniques and to engage different learning styles. Assignments can be accessed by logging in to the student portal. If a student needs help with assignments, reach out to the class instructor and/or schedule an appointment during Office Hours to receive additional support.

Due Dates

Most assignments are due before 11:59 p.m. on the day of the class in which they are assigned, unless otherwise noted. Please contact your instructor if you have difficulty opening assignments.

Late Work

Out of fairness to those who complete their work on time, points will be reduced on any assignments submitted after the due date. (See Points and Grading Section for details). Late penalties may be waived only in the event of unforeseen emergencies such as serious illness or calamity. If your assignment is late and you believe it should not be penalized, please attach a note of explanation and contact your instructor.

Technology Failure

In the event of an unexpected technology failure that prevents students from submitting work on time through the course site, students should promptly email the instructor.

Emergencies

Should an unforeseen emergency arise that demands your attention (e.g., illness, car accident, natural disaster), tend to your health and safety as a priority. As soon as you are able, email your instructor to discuss extending deadlines. You may be asked to include evidence of the emergency. Regardless of the circumstance, timely communication is essential.

Quizzes

Quizzes will be multiple choice and short-answer format based on the training material presented in class.

Workbook Assignments

Workbook assignments consist of questions pertaining to the training material presented in class.

Special Projects

Special projects include, but are not limited to, Name that Tool Game, Virtual Reality (VR) Safety Training, Vocational Career Plan and CalOSHA Safety Certifications. The CalOSHA certification is a mandatory requirement for graduation that must be completed by the last day of the course.

Extra credit assignments may be offered at the discretion of the instructor. These optional assignments give students an opportunity to earn extra points towards their final course grade.

Onsite Training and Field Trips

Onsite training and field trips are offered during each training cycle. Each student must submit an electronic permission slip that is provided by the instructor. If the student is under 18 years old, parental consent must also be submitted. See Appendix II for details about onsite training and field trips during this class cycle.

Evaluations

Students will participate in anonymous evaluations on the first and last day of class. The student evaluations are conducted online and include options to self-report proficiencies and to provide short answer responses. Student evaluations are conducted by a third party and will be used to assess learning growth.

Students are also asked to submit an evaluation of guest speakers. The speaker evaluations take less than 10 minutes per class and they can be submitted directly from the student portal. Student participation in this process is important and appreciated. The evaluations are used to help improve class instruction and to ensure high standards of teaching.

Points and Grading

The following charts outline how points and how grades are assessed in the course. All students must receive a grade of 80% or higher in order to graduate from the course.

Students can receive participation points, however, points may be deducted for late attendance and non-participation. Students also receive points based on the correct answers for the quizzes and workbook assignments. Special projects are graded based on the student fulfilling the project instructions.

- I. This chart illustrates the range of points and the equivalent grade. Points are subject to change.

Status	# Points	Percentage
Pass	1,056 - 1,320	80%-100%
Not Passing	0 - 1,055	0% - 79.99%

- II. This chart illustrates the methods to earn points and the maximum points that can be earned

Tasks	Tool Credits (Per Task)	Maximum Total 1,300 (10 Trades)
Attendance/Participation	30	300
Workbook Assignments	20 (Points per assignment)	240
Cover Letter & Resume	100 (50 points each)	100
Quizzes	50 (Per Quiz)	600
Team Activity	60	60

Toolkit Rewards

The *NextGen Toolkit* is an incentive program that allows students to earn gift card rewards for each promotion to a new level. Students can earn points based on attendance, participation, research, quizzes, class assignments and special projects.

- III. This chart illustrates the value of rewards based on points earned

POINTS	VALUE OF REWARDS
1,040 - 1,114	\$25
1,115 - 1,189	\$40
1,090 - 1,264	\$50
1,265 - 1,299	\$100
1,300+	\$150

*Point system may vary from class to class.

Student Conduct

Appropriate student behavior is expected in all settings, including online classes, onsite training and at field trips. Any circumstances of disruptive, threatening, or violent behavior will not be tolerated and should be promptly reported to the class instructor.

All incidents and allegations of misconduct will be assessed by the LIME Foundation administration for further disciplinary action. If the administration determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of other students, the student will not be permitted to continue.

Students with Disabilities

The NextGen Trades Academy is committed to the non-discrimination policy outlined below:

It is the policy of the agency to ensure that participants receive fair and equitable treatment through the provision of an easily accessible procedure for expression and reconciling grievances and that participants feel free to use the procedure without fear of criticism or action being taken against them. The LIME Foundation will not discriminate against persons regardless of race, color, religion, gender affiliation, national origin, or political association in the process of recruiting, appointing, promoting, demoting, evaluating, compensating, or removing participants

If you require learning accommodations, such as additional time and/or other services to help with course assignments, contact your instructor to make the appropriate arrangements. Services remain confidential.

Student Mental Health and Wellbeing

The NextGen Trades Academy is committed to advancing the mental health and wellbeing of its students. During the first and last day of the course, students will have access to stress management tools and other wellness resources. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. Contact your instructor to be referred to the designated student counselor.

Graduation

Students must fulfill all course requirements in order to graduate from the NextGen Trades Academy. There are graduation ceremonies provided annually to celebrate the accomplishments of program graduates.

Job Placement

Job placement services are offered upon program completion for up to 18-months after graduation. This includes job facilitation, career guidance and access to the NextGen Trades network of employers.

Additional Contact Information

Letitia Hanke, Founder & Executive Director

Leslie Biagini, NextGen Trades Academy Program Manager

David Johnson, Instructor

Jake Komisar, NextGen Trades Academy Co-Facilitator

Tommy Ngyuen, Career Navigator

Jenny Rihl, Career Navigator

Ale Enriquez, Community Outreach Coordinator

Catherine Leonard, Executive Assistant

letitia@thelimefoundation.org

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Djohnson@thelimefoundation.org

instructor@thelimefoundation.org

tommy@thelimefoundation.org

jenny@thelimefoundation.org

ale@thelimefoundation.org

support@thelimefoundation.org

Guest presenter contact information will be provided during class

APPENDIX I

Trainee Agreement

Student Copy

All NextGen Trades Academy students must agree to these terms to participate in the class.

1. I understand that attendance is essential to the success of the NextGen Trades Academy. I am allowed no more than one absence from trades class days for any reason; exceeding this limit will make me ineligible for graduation and, therefore, ineligible for employment recommendations at the end of the course. Additionally, absence on the first, last, or mandatory class days will also result in disqualification from course completion and graduation.
2. I understand that I am expected to participate fully and not disrupt the learning experience for other trainees.
3. I agree to properly represent the LIME Foundation and the NextGen Trades Academy among community partners and construction professionals.
4. I understand that I may be eligible for a paid apprenticeship or employment based on my participation and completion in the NextGen Trades Academy along with Diploma or GED.
5. I understand I must earn 80% or higher to be eligible for graduation. This equates to 1,096 points in Moodle (the online learning platform used for NextGen Trades Academy). Grades are based on participation, on-time attendance, assignments, quizzes, and games.
6. I understand that all late assignments will be reduced by 50% if I do not submit the work by the deadline.
7. I understand that I must complete OSHA certification prior to the last day of class in order to be eligible for graduation.
8. I understand that this course provides 18 months of comprehensive career exploration designed to prepare me for potential job opportunities in various trades. As part of this program, I acknowledge that I am responsible for maintaining clear and timely communication by promptly returning calls, emails, or text messages from instructors, coordinators, or potential employers. Failure to do so may impact my eligibility for job offers and other opportunities provided through this program. Furthermore, I fully understand and accept that while this course aims to equip me with valuable skills and connections, the successful completion of this program does not guarantee employment. It is my responsibility to apply the knowledge and tools provided to pursue career opportunities effectively.

**This form is completed electronically by each student as part of NextGen Trades Academy requirements. Please keep this copy for your records.*

APPENDIX II

Field Trip Overview

All in-person field trips are offered at no cost to students and lunch is included. Additionally, safety protocols such as masks and social distancing will be adhered in order to provide a safe learning environment.

Permission slips will be provided in class and must be returned at least 2 business days before the field trip. If the student is under 18 years old, parental consent must also be submitted.

If needed, transportation assistance is available by contacting your instructor in advance.

Green Technology Tour

Students will have an opportunity to explore clean energy technology through the demonstration area at the Advanced Energy Center. Students also have the opportunity to take home informational resources.

Location:

Sonoma Clean Power Customer Center

741 4th Street

Santa Rosa, 95404

Date/Time:

Refer to your class schedule for details.

NOTE: Additional field trips may be offered at the discretion of the class instructor. All field trips are subject to change. Any changes will be communicated with students in advance.

APPENDIX III

Chromebook Lending Agreement

Please sign and return this copy:

This Chromebook, S/N _____, is being loaned to the Student (named below) for use ONLY for NextGen Trades Academy activities, including Zoom, Moodle, OSHA, and research assignments.

You must agree to the following rules to keep it working and looking good for the next students who use it.

The Chromebook is valued at \$275 and we may ask you to pay for its replacement should it be damaged beyond use, destroyed, or if you do not return it immediately after the conclusion of the class series. You are also agreeing to the following guidelines:

- The Chromebook is for NextGen Trades Academy class use and assignment use ONLY.
- Don't view anything inappropriate or non-class-related using the Chromebook.
- Do not eat food or drink beverages near the Chromebook.
- Keep drinks FAR away from the Chromebook.
- Do not touch the screen surface with your hands.
- Do not slam the lid closed.
- Plug the Chromebook into power CAREFULLY after use.
- Do not remove or deface the labels.

Contact LIME staff or Instructor immediately if you have any problems or if the Chromebook is broken.
instructor@thelimefoundation.org

Participant Name

Participant Signature

Date

Parent signature, if student is under 18