

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Guaranteed Skills

DATE: March 1, 1993

NUMBER: 4.40

REVISION(s):

Purpose

Technical competence in any area of employment benefits everyone. Technical competence ensures worker productivity, employer productivity, and ultimately, increased economic development for Arkansas and the nation.

The October 22, 1991 Wall Street Journal "Labor Letters" includes this statement from General Motors' National College Coordinator, John Choulochas: **We want people with good technical and social skills.** GM students, he says are encouraged to study social sciences and to develop problem-solving and communication abilities.

Ouachita Technical College has made a commitment to business and industry that all graduates will be technically competent and will have had preparation for the ethical, social, and knowledge demands of the modern workplace. The following guarantee is a statement of that commitment.

Policy

1. A graduate from a Ouachita Technical College associate degree or technical certificate program, who holds a cumulative GPA of 2.00 or above, is expected to perform competently.
2. An OTC graduate, judged by his/her employer to be deficient in technical job skills identified as exit competencies for his/her specific program, will be provided additional training of up to 12 tuition-free semester credit hours. The skills will be developed in collaboration with faculty, business/industry, and labor representatives; competencies to be guaranteed to employers will be listed for each program.
3. Ouachita Technical College recognizes that personal work-ethic behaviors, such as enthusiasm, judgment, interpersonal awareness, concern for effectiveness, etc., are just as important to both employer and employee as technical job skills. OTC graduates are required to enroll in courses that address the issue of ethical behavior in business and industry. It is the intent of the College to interrelate these topics throughout the curriculum, whenever possible, and to provide graduates with a well-rounded view of society and the work environment.

Special Conditions

1. The guarantee of skills applies to OTC graduates who have earned and been conferred Associate of Applied Science Degrees or Technical Certificates on and after academic year 1994-95.
2. The graduate must be initially employed within twelve (12) months of graduation.
3. The graduate must have earned the degree or certificate in a specific program, as evidenced by the student's official transcript.
4. The graduate must have completed the last 15 semester credit hours at Ouachita Technical College, within four (4) years prior to initial employment.
5. The graduate must be employed full-time in an area directly related to the program in which he/she earned a degree or certificate, as certified by the College.
6. Within 90 days of the graduate's initial employment, the employer must inform the College in writing that the employee is deficient in technical job skills and must identify the deficiencies.
7. Retraining will be limited to 12 semester credit hours of regularly-scheduled classes related to the skill deficiencies agreed to by the College and the employer.
8. The employer, graduate, and the College will develop a written educational plan for retraining.
9. Retraining must be completed within one (1) year after the College has certified a plan of study for the employee.
10. The skills guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
12. Students' sole remedy against the College and its employees for skill deficiencies shall be limited to twelve (12) semester credit hours of tuition-free education under conditions described above.

13. The program for remediation can be initiated through written contact with the President of Ouachita Technical College.

AUTHENTICATION (Signature):		COPP
_____	3/1/93	
President	(Date)	4.40