Important Online Course Information and Requirements for Millwright Programs

Time Frame

The online delivery of Millwright Apprenticeship courses is done on the same schedule as if they were regular face-to-face delivery. The course requires the same amount of work to be completed in the same, seven week timeframe. As this is most likely the first online millwright course for students we are aware that the student will not only be learning the content but will in fact be learning a new learning methodology at the same time. As such, it is highly recommended that the student be free of work commitments and be able to commit the same amount of time to their studies that they would in the face-to-face environment. For comparison purposes a face-to-face class runs from 7AM-1:45PM consisting of six hours of in class/shop time. In addition there is typically homework assigned between 1-2 hours per evening and even more for Level 4 courses.

Content

Classes consist of a the student completing a series of tasks which conclude with a scheduled unit test. The tasks include completing readings, watching videos, writing practice quizzes and completing/submitting assignments. It is required that all task content be completed and submitted prior to the unit test opening for the student. The student will be provided a schedule of content and tests. It is the students responsibility to manage their time to ensure all content is completed prior to the scheduled unit test time. Depending on which level you are attending there may be practical assignments completed in an online format or you may be required to attend campus to complete the hands on practical assignments. On the last day of class there is a final exam.

A Day

A typical day will have the students have access to the instructor via video conference for an hour to an hour and a half, usually in the mornings. Some instructors schedule more than one video session per day. For the balance of the day students are completing the content tasks, completing and submitting assignments. If the student has questions they may contact the instructor via email or they can wait until the next video conference. The instructor provides guidance as to what the student needs to do and the student has the responsibility of completing it. As well the instructor is there for support via the previously explained methods.
The schedule will change when a test is scheduled or a practical assignment may be assigned.

Communication

Instructors will contact students via personal email in the week prior to the class start date. It is important that you insure your email on file with Apprentice Services and Admissions is current and correct as they supply the email list used to initiate the contact.

Marking

The marking of online courses is slightly different than a face-to-face course. The marking template we are utilizing during online delivery is as follows:

- Completion and submission of all assignments   10%
- Unit Tests   15%
- Practical Exercises (or in shop if appropriate)   25%
- Final Exam (100-130 questions depending on level) 50%

ITA is currently not administering the Single Level Exams (EOL's), therefore the mark earned for this course is your final level mark with no blending.   We will amend our marking structure when ITA resumes the administration of the SLE assessments.

Requirements

- Students must check their booklists and order their books with as much lead time as possible. The bookstore has opened one till for on campus purchases. Check with the bookstore for current hours of operation. Online purchase are usually processed in 2-3 business days with an expected 2-3 business day shipping time via Canada Post or UPS. Finally text can be ordered online and picked up on campus via a separate line than the on campus bookstore. https://www.bcitbookstore.ca/bcit/
- Having a printer is highly recommended and necessary in some of the courses.
- You are required to scan/ convert documents into PDF form for submission. There are printers with scanning abilities or apps for phones and tablets.