



HEATING, VENTILATION, AIR- CONDITIONING/REFRIGERATION 1 STUDENT CONTRACT AGREEMENT

2026 - 2027

2980 Collins Avenue, St. Augustine, FL 32082 (904) 547-3282

CLASSROOM HOURS: 8:00 AM - 3:00 PM
OFFICE HOURS: 1:00 PM - 2:00 PM

PROGRAM HOURS: 750 hours
LUNCH: 11:30 AM - 12:00 PM

PROGRAM DISCRIPTION

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

PROGRAM OBJECTIVES

Attitude and performance are two major judgments of professional competence and success. It is recognized that considerable work experience is required to develop the skills and techniques learned in a formal education situation. It is a proven fact, however, that a quality foundation and a strong professionally oriented basic training program can considerably reduce the number of years required to develop the skills and techniques necessary for professional competence. There are many fundamental requirements to achievement of professionalism in the industry. It is vital that a program of study be aimed at developing in the student:

- Good work habits.
- A sense of responsibility toward a job.
- An understanding and appreciation of the importance of safety, personal hygiene and sanitation.
- An attitude of respect for, and knowledge of, the use and care of material and equipment.
- The ability to get along with others and an attitude of cooperation and respect regarding fellow workers, designated supervisors, and employers.
- An appreciation of the status and dignity attainable in the program field.
- A sense of loyalty and obligation to the public and employers served.
- The ability to master various skills necessary to enter the field at a reasonable level.
- Interest in further training and education, and advancement of the individual.

TEXTBOOK

Refrigeration & A/C Technology Text 9th edition, ISBN 9780357122273

HANDBOOK ACKNOWLEDGMENT

This contract is not intended to replace the need for the Student Handbook. Students are responsible for reading the Student Handbook and knowing where to find it on FCTC's website. The handbook contains important information regarding school policies, procedures, and student responsibilities that are essential

for your success at FCTC. Please ensure you have read and understand the contents of the Student Handbook, available at www.fctc.edu/handbook.

ATTENDANCE POLICY

FCTC expects regular attendance to maximize the benefits of the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Effective work habits are crucial for success, and all programs include an employability criteria checklist within their grading policy. Punctuality is essential. Roll call begins promptly each morning to review the day's activities, share important announcements, and provide relevant information.

- Students must log their arrival and departure times. This includes clocking in and out for lunch or any errands. Failure to use proper clock-in/out procedures or logging fraudulent times will result in disciplinary action.

Post-Secondary Students:

1. If a student misses 3% of the program's instructional hours, the instructor will issue a referral and meet with the student to review the attendance policy and offer problem-solving options.
2. If a student misses 6% of the program's instructional hours, the instructor will write a referral, and the student must meet with the Dean. The Dean will place the student on a contract informing them that if 10% of the hours are missed, they may be removed from the program.
3. If a student misses 10% of the program's instructional hours, the instructor will write a referral, and the student will meet with the Dean a second time. If the Dean allows the student to remain, they will receive a formal notice explaining that missing 15% of the hours will result in removal. The student may be allowed to re-enter with the next class at the Dean's discretion.
4. Any student with six consecutive absences will be immediately removed from the program. Re-entry may be allowed with the next class at the Dean's discretion. The instructor will complete a change of status to notify the Dean's office that the student has been dropped.

Dual Enrolled and Secondary Students: Full-time Secondary and Dual Enrolled students must follow the post-secondary attendance policy.

1. Student is absent three (3) days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the Student Handbook High School Attendance Policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting.
2. Student is absent five (5) days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the attendance policy and offer support. The instructor will develop a prosocial action plan (PSAP) for the student and notify the designated FCTC advisor. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting and plan of action.
3. Student is absent 10 days, per grading period, of the CTE program instruction: The instructor will notify the Student Advisor. The Student Advisor will email the student's home high school registrar and/or school counselor and program instructor of the dismissal recommendation.
4. Student is absent 15 total days within the school year: The student is referred to the Dean. With the Director's support, the Dean may make the decision to drop the student from the program, and the

student will be withdrawn. The Student Advisor will notify the student's home high school registrar and/or school counselor.

5. Student may appeal the Dean's decision to the Review Committee (consisting of Director, Assistant Director, College Dean, Student Services Dean & Student Advisor.)

For all high school testing schedules including exam week(s), students are required to attend their FCTC dual enrollment course(s) provided there is no conflict with their high school exam schedule.

ACADEMIC EXPECTATIONS

Assignment Submission: Submit all required assignments on time. At the discretion of your instructor, late assignments may receive a reduced grade.

Course grades are based on classroom learning, assignments, assessments, projects, practical skills, employability skills, and professional conduct. Grades are posted in FOCUS, the FCTC student information system, throughout the course. Students are responsible for reviewing FOCUS regularly for grades, relevant information, and messages.

Grading System: (100.3.436 F.S.)

Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	Outstanding Progress: The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with instructor and other students, and shows a positive attitude.
B	80% - 89%	3	Above Average Progress: The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with instructor and other students, and shows a positive attitude.
C	70% - 79%	2	Average Progress: The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress and is sometimes off task. There is some evidence of lack of positive attitude toward training and occupational goals.
D	60% - 69%	1	Lowest Acceptable Progress: The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task and does not take necessary responsibility.
F	0% – 59%	0	Failure: There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals.
I	0%	0	Incomplete: Course in progress; not yet complete.

Percentages of Final Course Grade:

Module Skill Quizzes and Tests: 30%
 Skills Task Sheets: 30%
 Employability Skills: 25%
 Final Exam: 15%

Academic Probation: Students who fail to achieve at least a “C” or 70% progress at the end of a course will be placed on academic probation. The student will remain on academic probation until the end of the next course. Instructors will notify the College Dean and Student Advisor that the student is not showing academic satisfactory progress in their program. Additionally, the College Dean and Student Advisor will meet with the student to address the failure to achieve satisfactory progress. The student may be dismissed from the program based on the recommendation of the College Dean and final approval by the Director.

DRESS CODE

- ID Badge
- Program Uniform
- Closed-toed shoes
- Jeans or workpants
- Safety glasses

STUDENT CONDUCT AND RESPONSIBILITIES

The primary goal of FCTC is to provide an educational opportunity for all students. For this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student’s right to learn and the instructor’s responsibility to teach. To maintain order in the school, rules are established for the good of all. Instructors will provide individual program/classroom expectations. Students are expected to comply with the legal and ethical standards of the college. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution and forging or altering institution documents and/or academic credentials. FCTC reserves the right to withdraw a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

- Professional Conduct: Exhibit employability skills, punctuality, dependability, teamwork, work ethics, integrity, positive personal relationships, professional etiquette, and acceptance of constructive criticism.
- Respect: Treat each other, FCTC staff, and customers with respect and courtesy.
- Behavior: Conduct oneself in a professional and adult-like manner while on FCTC campuses, at worksites, or on field trips, and in classrooms and lab areas.
- Prohibited Items: Do not bring drugs, alcohol, or weapons on school property at any time.

ACCIDENTS

Any accident is a serious matter and should be immediately reported to the instructor. The instructor will gather information and then complete a Student Accident/Injury/Illness Report form. Completed forms should be submitted to the Director and will be forwarded to the district office. Completed Student Accident/Injury/Illness Reports will be uploaded into the student file. These forms will be kept confidential.

GRIEVANCE PROCEDURE

Students are encouraged to resolve issues at the classroom level. The student may present concerns of unresolved issues to the Student Advisor, Program Manager or Coordinator, and/or College Dean. Unsatisfactory, unresolved issues are regarded as a grievance.

Grievance steps:

1. Student must state and submit the grievance in writing to the Director's office.
2. Within five (5) school days, the Director will meet with the student. The student will be afforded the opportunity to state their view and present evidence or witnesses.
3. Within five (5) school days of the initial meeting, the student may appeal the outcome of that meeting. Students may appeal an unsatisfactory decision to the Superintendent at St. Johns County District School, 40 Orange Street, St. Augustine, FL.
4. Students with an unsatisfactory outcome at the local level may contact: The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone 770-396-3898 or 1-800-917-2081, www.council.org

WORK-BASED ACTIVITIES/OBJECTIVES

Students will participate in supervised hands-on learning opportunities to apply problem-solving skills and develop positive work attitudes and good customer service skills.

CLASSROOM AND LAB PROCEDURES

- Classroom: Inspect floors for slip hazards and report them immediately. Clear all workstations, desks, lockers, and workbenches of materials and trash by 2:30 PM. Keep the classroom area neat and professional.
- Shop/Lab/Salon Area: Sweep and mop the floor space thoroughly. Store materials properly or safely before the end of class each day. Clean worktops and ensure they are free of debris. Empty trash into the dumpster and dispose of soiled materials in approved containers. Return all hazardous materials to the appropriate storage container.

MATERIALS AND EQUIPMENT PROCEDURES

- Treat all equipment with respect and care.
- Return all materials and equipment to their proper location and clean your work area.
- Students are not allowed to remain in the classroom or lab area after class hours without the instructor's permission.

DECLARATION OF INTENT

First Coast Technical College's mission is to provide career technical and adult education to meet the changing needs of students, businesses, and the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, students may enroll in career courses for personal reasons, waiving their commitment to certification and/or licensure. Log in to your FOCUS account to declare your intent.

STUDENT ACKNOWLEDGMENT

I acknowledge that I have received or been provided access to the FCTC Student Handbook and the Heating, Ventilation, Air-Conditioning/Refrigeration 1 Student Contract Agreement. I understand that I am responsible for reviewing and complying with the policies, procedures, safety requirements, attendance expectations, academic standards, and professional expectations contained in both documents.

I understand that violations may result in administrative review and disciplinary action, up to and including dismissal, consistent with applicable FCTC and district procedures.

Student Printed Name

Student ID Number

Student Signature

Date

Program Instructor Signature

Date