



## ***Registered Apprenticeships***

### **Harper College Apprenticeship Participant Guide and Provision of Services during COVID-19 Pandemic**

**March 2020**

The outbreak of the coronavirus has become a major disruption to all educational programs across the United States. For Harper, the health and safety of our apprentices, staff, faculty, and our community are our priority. We also want to help our apprentices continue their studies and complete their courses on time by the end of the semester. Out of these two concerns, we have decided to continue face-to-face instruction through alternative means. In March, Harper closed the campus and faculty began to move all courses to an online format. All of the courses have now been converted to online. We acknowledge that the registered apprenticeship (RA) programs containing lab components are difficult to move online. The Dean and faculty in RA programs with those courses are working on an alternative for the labs. More information will be coming to you soon.

The registered apprenticeship programs are continuing. All of the services apprentices have received in a face-to-face format are still in operation. Program faculty will reach out to apprentices using their college email and the Harper online learning management system, Blackboard. For additional information and regular updates, students can check their Harper student portal. Regular updates are posted to <https://www.harpercollege.edu/advisory>

Harper College continues to provide services to all participants in the Registered Apprenticeship Program in the following ways.

#### **Student Apprentices**

Apprentices should continue attending courses remotely. Check with your course faculty through Blackboard. This will instruct you on lesson plans and assignment due dates.

Academic success coaching continues in a remote format. Ann Grenevitch will reach out to you for appointment times and meet with you virtually to ensure you have access to anything you need that will lead to your academic success.

During the hours you normally attend courses at Harper College, your employer may require you to work. If this is the case, let Ann know that you have work responsibilities so that she can

work with employers to ensure that you will be successful in your required classroom hours as well.

All Harper College students have access to the academic supports listed here:

<https://www.harpercollege.edu/advisory/students.php>

Ann Grenevitch can be reached at 847-363-4782 (cell) or [agrenevi@harpercollege.edu](mailto:agrenevi@harpercollege.edu) We continue to provide the same level of support as prior to the COVID-19 pandemic.

## **Apprentice Candidates**

Recruiting into apprenticeship positions will continue as normal. Candidates seeking an apprenticeship should follow the steps outlined on the website at

<https://www.harperapprenticeships.org/on-the-job-training-for-students/>

Candidates can take both their English and math placement tests at a distance through the program ProctorU. Detailed information can be found here:

<https://www.harpercollege.edu/testing/proctoru.php>

After successfully determining college-readiness, resumes will be reviewed by staff at the Job Placement Testing Center as normal. They will work with apprentice candidates to improve your resume and discuss interview skills. These approved resumes will then be sent to employers wishing to hire an apprentice in order to schedule interviews.

Advising and other support services are available to all candidates:

<https://www.harpercollege.edu/advisory/students.php>

Laura Fanning is available to answer questions from candidates and employers regarding the recruiting process. She can be reached at 847-921-1206 (cell) or [lfanning@harpercollege.edu](mailto:lfanning@harpercollege.edu)

## **Employers**

Harper College is here to assist with any of your workforce needs. Mentor and apprentice support continues as before. Your apprentice(s) are still being coached and their courses overseen by the academic success coach, Ann Grenevitch. Ann is also registering all apprentices in all registered apprenticeship programs for every semester. This includes registering the apprentices in two-year programs for their summer courses which will all be delivered online only.

Remember, the classroom hours (successful completion of all courses) are a requirement to completion of the registered apprenticeship program. If your apprentice(s) are in classes while Harper College is operating remotely, we highly recommend giving your apprentices study time at work or allow them some time to be at home on Tuesdays and/or Thursdays exactly as if they were in class.

If you are recruiting to hire apprentices in the fall, 2020 time-frame, make sure you have notified Melissa MacGregor [mmacgreg@harpercollege.edu](mailto:mmacgreg@harpercollege.edu) or call 281-455-1724 (cell) to begin receiving resumes. If this is your first year recruiting apprentices or would just like to schedule a virtual meeting, reach out to Melissa any time for apprenticeship support.

**Harper Apprenticeship Office Contact Information:**

Harper College Office of Apprenticeships	847-925-6630	<a href="mailto:Apprenticeships@harpercollege.edu">Apprenticeships@harpercollege.edu</a>
Melissa MacGregor, Manager	847-925-6452 281-455-1724 (C)	<a href="mailto:Mmacgreg@harpercollege.edu">Mmacgreg@harpercollege.edu</a>
Ann Grenevitch, Student Support	847-925-6322 847-363-4782 (C)	<a href="mailto:Agrenevi@harpercollege.edu">Agrenevi@harpercollege.edu</a>
Laura Fanning, Recruiting	847-925-6457 847-921-1206 (C)	<a href="mailto:Lfanning@harpercollege.edu">Lfanning@harpercollege.edu</a>
Brenda Belarmino, Office Support	847-925-6631 815-363-5746 (C)	<a href="mailto:Bbelarmi@harpercollege.edu">Bbelarmi@harpercollege.edu</a>
Dr. Rebecca Lake, Dean of Workforce	847-925-6633	<a href="mailto:Rlake@harpercollege.edu">Rlake@harpercollege.edu</a>

Harper also has some free training available to assist employers with their transitions to remote working or managing anxiety during this pandemic. Call Sue Mulvey to access workforce training: 847.925.6716 or via email at [smulvey@harpercollege.edu](mailto:smulvey@harpercollege.edu)