



PURDUE AVIATION TECHNOLOGY

EMPLOYEE TRAINING

2015-2016

Checklist:

For **ALL** Graduate & Undergraduate Students to Qualify:

- ☐ Take Mandatory Student Employee Training Quiz (**Print Confirmation**)
- ☐ Take FERPA Certification (**Print Confirmation**)

For those doing TA work for Course Credit:

- ☐ Pick up Necessary Forms from NISW 192:
 - ☐ Form 23
 - ☐ AT Form 435
- ☐ Have Forms Filled Out **IN THIS ORDER**
 - ☐ By Faculty Member you are working for (AT Form 435)
 - ☐ By Bernie (Form 23 and AT Form 435)
*******MUST show proof of Training Quiz and FERPA Certification
BRING BOTH FORMS OF CONFIRMATION WITH YOU!!!!**
 - ☐ By Advisor (Form 23 and AT Form 435)
*******MUST show proof of Training Quiz and FERPA Certification
BRING BOTH FORMS OF CONFIRMATION WITH YOU!!!!**
- ☐ Take Forms to...
 - ☐ Form 23 – Hovde 45 by 4:30pm on January 29th
 - ☐ AT Form 435 – NISW 192 by 4:30pm on January 29th

For **ANY** Paid Position:

- ☐ Make sure to turn in all appropriate paperwork to the Business Office ASAP

Form 23:

OFFICE OF THE REGISTRAR
FORM 23 (11/2013)
PURDUE UNIVERSITY

SCHEDULE REVISION REQUEST

OFFICE USE

★ PUID _____ ★ NAME _____ LAST _____ FIRST _____ MIDDLE _____

★ FALL / SPRING / SUMMER _____ ★ YEAR _____ ★ COLLEGE _____ ★ MAJOR _____

★ UNDERGRAD / GRAD / PROF
PLEASE CIRCLE ONE

	Office Use	A-Add D-Drop M- Modify	CRN	Subject	Course No.	Var. Credit	W/ WF	P/ NP	Instructor Signature	Date	Department Head Signature	Date
1									Bernie W		★ After a	
2									(Instructor signs		certain	
3									435 Form under		date	
4									Faculty Sup.)			
5												
6												
7												
8												

★ AUTHORIZATIONS:

★ SIGNATURE OF STUDENT _____ DATE _____ ★ ADVISOR SIGNATURE _____ PHONE NO. _____ DATE _____ PRINTED NAME _____

ADVISOR COMMENTS:

Hovde 45

OFFICE OF THE REGISTRAR COMMENTS:

BURSAR USE

*****Make sure to fill out ALL of the necessary information (see example)

*****After receiving the appropriate signatures, bring your form to **Hovde 45** before the deadline: **January 29th before 4:30pm**

AT Form 435:

AT 43500 DESCRIPTION FORM

Supervised Aircraft Maintenance Instructional Experience



Student Name

ID Number

For Credit or Pay (Must TA in the course for credit before for pay) ✓

Faculty Supervisor (Instructor working for's Signature) Course

Semester ✓

FERPA Training Complete

Attended AT overview Hours working per week:

(1 credit hour for every 3 hours of
of TA work performed)

Fill out
↓

JOB DUTIES

Supervised internship experience as an aircraft maintenance laboratory assistant.

This course provides the intern with the opportunity to supervise maintenance students in a laboratory environment. In addition to the supervisory skills, the intern should become knowledgeable in task planning and communication techniques.

Permission of department required.

1.000 TO 4.000 Credit hours

May be repeated for a maximum of 6 credits.

FACULTY APPROVAL SIGNATURE:

✓
Bernie Wille's signature

*****Make sure to fill out ALL of the necessary information (see example)

*****After all of the appropriate information is filled out, take to the advising office, **NISW 192** before the deadline:

January 29th before 4:30pm

Purdue Aviation Student Employment Program



The student employment program is designed to:

- **Promote educational excellence**, problem solving, critical thinking, communication/leadership skills
- Develop **marketable skills** and **quality work habits** benefiting you as you enter the workplace.



What does your employer expect?

Be on time – Schedules determined upon availability.

*****Call in/let your supervisor know if you are going to be **late** or **absent**.

*****Make sure your **time card** is appropriately signed and submitted.

Positive Attitude – Friendly and ready to work.

Self-motivated – Take initiative.

Follow directions – Very important!

Factual – Don't guess. If you aren't sure what the right answers are, take the time to find out.

Honesty – Learn from your mistakes. Your supervisor can help you if they know what's going on.

Documentation - Recognize when you should document an action or encounter with a customer.

Failure to follow any or all of these could result in the termination of your position.

What does your employer expect?

Confidentiality – IMPORTANT! If you handle sensitive information, or if you encounter it by accident, you must secure that information and protect the privacy of the College, the students, and the employees.

FERPA:

<http://www.purdue.edu/registrar/FERPA/>

Proof of certification will need to be provided to me.

Dress appropriately – Present yourself appropriately. Ask your supervisor what is appropriate if you are not sure.

Etiquette -

- * Phone: Ask your supervisor what should be said when answering calls. Take a message, transfer to voicemail, put it on hold if you are busy.

- *In the office: Always greet people coming in. Limit non work-related socializing when customers are in the office.

Do's & Don'ts

Do's:

- ✓ Pay attention to important dates.
- ✓ Complete your time card accurately and on time.
- ✓ Any time off needs to be made in advance with your supervisor.
- ✓ Take your job seriously.
- ✓ Be professional.
- ✓ Know what's expected of you.
- ✓ Ask for feedback.

Don'ts:

- X Cell Phone Abuse (Put it on silent or vibrate)
- X Computer Abuse (Check personal email, surf on Internet, etc.)
- X Friends Visiting (It's not social hour)
- X Homework
- X Sleeping – (Sleep on your own time)
- X Drink or do drugs

What do customers expect?

Manners – Be polite & helpful, go above and beyond, and listen.

Listen to your customer – Understand what they are telling/asking you. Show them you are listening to/actively thinking about what they are saying.

Techniques:

- **Repeat** - Restating what was said
- **Question** – Gather more information
- **Focus** – Clarifying what the whole conversation is about to gain perspective/answer to the best of your abilities
- **Reflect Feelings** – Identifying the customer's feelings in relation to the conversation.
- **Validate** – Legitimizing the customer's statements by showing them what they're saying "makes sense"

Reliability – Provide the same service to each customer every time you serve them.

Responsiveness – Address the customers' needs in a timely manner.

Quality of Work – Take pride in your work. Put in what you want out of it. Customer satisfaction depends on how well you do your job.

Smile – Be happy, your quality of work depends on this.

HR Information / Time Cards

Once you are hired, you will need to complete the following forms:

- ✓ **W-4**
- ✓ **I-9**
- ✓ **Risk management form for drivers** (if applicable)

Timecards – documents the hours worked by nonexempt employees. The law requires the University to keep all timecards for nonexempt employees.

- **Make sure that your time card has the following information:**
 - ✓ **Complete Name**
 - ✓ **Proper pay dates for 2 weeks**
 - ✓ **Signature of Student and Supervisor**
 - ✓ **Total number of hours worked per day**
- When a supervisor signs a timecard, he is certifying that the hours recorded by the employee are correct to the best of the supervisor's knowledge. **Supervisors should never sign timecards for employees.**
- When an employee signs a timecard, they are certifying that the document accurately reflects the hours actually worked or covered by a leave benefit. Employees should never sign timecards for supervisors.

Time Cards Continued:

Timecards:

- Any corrections - Both the supervisor and the student employee need to initial the change on the timecard.
- If an employee or a supervisor is told to falsify information on a timecard, told to sign knowing that the information is incorrect, or told to sign for someone else, we recommend that the individual contact either **Employee Relations** (49-41679) or the **Internal Audit Fraud Hotline** (49-46999).
- Your actions have a **significant effect** on the University.

Conflict Resolution:

If you encounter a conflict with another student, a staff member, or your supervisor, please follow these steps:

- 1) Always discuss your concern with the individual first unless you absolutely feel this is impossible or inappropriate.
- 2) If the first step does not resolve the conflict, speak with your immediate supervisor about the situation.
- 3) If your supervisor cannot resolve the conflict, they may have you speak with their supervisor or refer you to the Dean of Students for a neutral party intervention.

Discrimination / Sexual Harassment:

Office of Institutional Equity

Purdue is committed to addressing discrimination complaints **promptly** and **consistently**, using procedures that are **effective and fair**, and to **resolving complaints** at the lowest organization level whenever possible.

Persons who feel they have been discriminated against should bring their complaints to the attention of their **department head** or **supervisor**, or seek assistance from the **Office of Institutional Equity**.

<http://www.purdue.edu/ethics/oie/>

Outside Employment:

- Outside employment/activities – cannot engage in activities that would conflict with University duties.
- These outside activities include – connections with business enterprises, public offices, professional associations, educational institutions, and foundations.
- Any activities where an employee expects to derive a profit from a University contract, needs to be reported on a **Reportable Outside Activity Form**.

*****Found: Ethics and Compliance

- Performing volunteer work
- Faculty member at another school/university
- Business owner/manager

Campus Resources:

- ✓ SMAS – Space Management & Academic Scheduling (reserve rooms)
- ✓ Printing Services (order flyers, make large quantity copies, etc.)
- ✓ Parking Facilities Office (parking passes)
- ✓ ITaP (computer problems, career accounts)
- ✓ Academic Success Center (tutoring needs, writing center, etc.)
- ✓ Office of Institutional Equity
- ✓ Division of Financial Aid (FAFSA, Scholarships, etc.)
- ✓ Center for Career Opportunities

....And many more!

Student Employee of the Year Award:

- ✓ Every April, one student employee is awarded \$250.
- ✓ Nominated by their supervisor
- ✓ Based on: Teamwork, attitude, initiative, creativity, problem solving & commitment
- ✓ To be eligible:
 - ✓ Must be currently enrolled in classes as a Purdue student
 - ✓ Student must work at least 10 hours a week on campus
 - ✓ Be employed in the same department /office for at least 6 months

NISW Building Emergency Plan:

Building Emergency Plan (BEP)

- Designed to provide students, faculty, staff, and visitors information about:
 - **Shelter in place** and **evacuation procedures** for natural & human-caused events

REMEMBER, WHEN YOU HEAR:

➤ ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility

➤ FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, you should solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.

- If you have any questions, consult your Building Deputy (Matt Johnson), Department Safety Coordinator (Mike Davis) or Safety Committee representatives.

Important Links:

Purdue Emergency Procedures:

- <https://www.purdue.edu/ehps/fireprotection/handbook.html>

Purdue Employee Health Public Safety (EHPS):

- <http://www.purdue.edu/ehps/>

Purdue Emergency Preparedness:

- http://www.purdue.edu/ehps/emergency_preparedness/index.html

NISW Building Emergency Plan Continued:

Building Contact Information:

- Building Name: Niswonger Aviation Technology Building
- Building Deputy: Matt Johnson johnson59@purdue.edu
- Address: 1401 Aviation Drive West Lafayette, IN 47907
- Telephone: 765-494-6103

- **Alternate:** John H. Mott jhmott@purdue.edu
Address: 1401 Aviation Drive West Lafayette, IN 47907
Telephone: 765-494-2686

NISW Building Emergency Plan Continued:

Notification Procedures:

- **Immediate Emergency Notification:** Dial 911 from a public or campus telephone.
- **For Non-Emergency Notifications:** (power outage)
 - Building Deputy Phone Number: 494-6103
 - Purdue Fire Department: 494-6919
 - Purdue Police Department: 494-8221
 - Closest Urgent Care Facility: PUSH, 494-1724, University Street (the building immediately Southwest of Armstrong)
 - Radiological & Environmental Management: 494-6371
 - Physical Facilities Services: 494-9999
 - Physical Facilities Services Zone: (Zone 9) 494-4885

NISW Building Emergency Plan Continued:

Notification Procedures Continued:

- **Emergency Warning Notification System:**

- All-Hazards Emergency Warning sirens (***Shelter-In-Place***)
- Fire alarms (***Evacuate*** the building)
- An e-mail alert will be sent to building deputies. They, in turn, will forward the e-mail to others in the building or go to offices or rooms in person.
- University Residence personnel will be notified. They alert people in individual halls via their resident assistants, phones, and signage.
- An e-mail will be sent to all people with a **purdue.edu** address
- The Purdue home page (www.purdue.edu) will display any campus-related emergencies.
- University Relations personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
- Information will be posted on a Facebook group called “Purdue Emergency Notification.”
- The Boiler Television Emergency Notification System will broadcast emergency information.

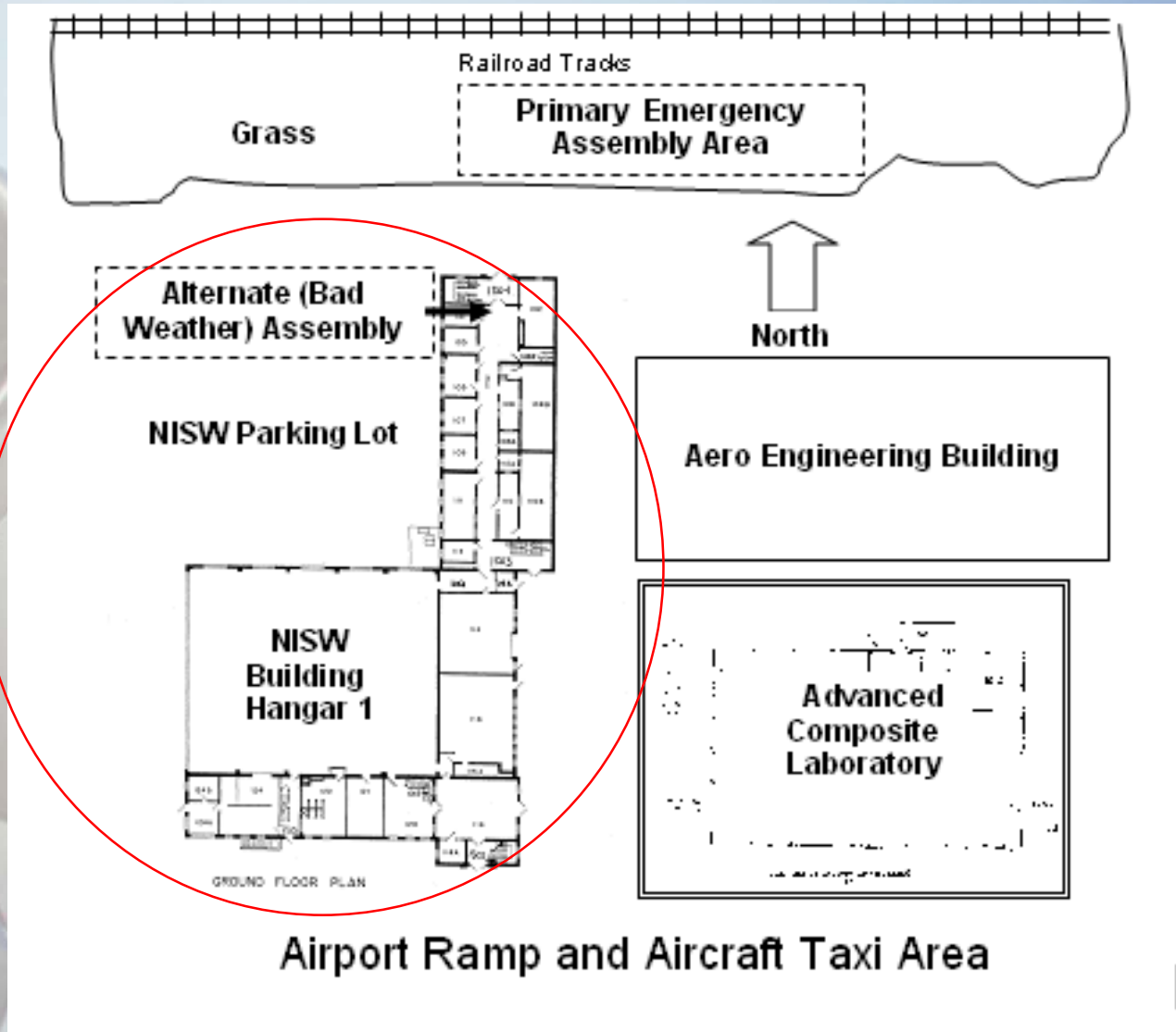
NISW Building Emergency Plan Continued:

Evacuation Procedures:

- If you hear the fire alarm or are told to leave the building:
 - Evacuate Immediately upon notification
 - No one can be required to remain; classes must evacuate
 - Shutdown hazardous operations as quickly as possible
 - Notify others on your way out
 - Close doors as you leave
 - Help those needing assistance
 - Use stairways only...do not use elevators
 - Report to Emergency Assembly Areas for accountability and instructions
 - Do not reenter the building until authorized by police/fire department personnel

NISW Building Emergency Plan Continued:

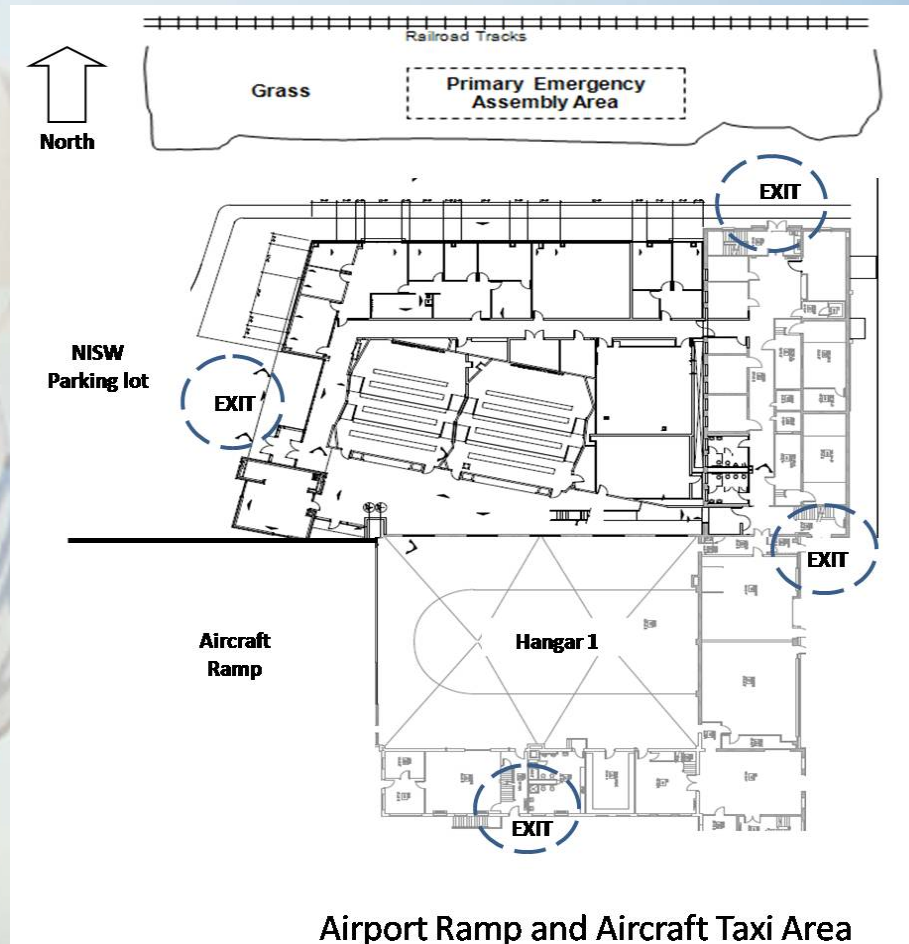
Evacuation Procedures Continued:



NISW Building Emergency Plan Continued:

Emergency Assembly Area:

- All building occupants should gather on the **SOUTH** side of the railroad tracks directly across the road from NISW.



NISW Building Emergency Plan Continued:

Guidelines for People with Disabilities:

- Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
- **Always ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

NISW Building Emergency Plan Continued:

Shelter in Place Procedures:

- Types:
 - Tornado Warning
 - Active Shooter, Building Intruder, Civil Disturbance
 - HAZMAT Situation
- When to shelter
 - When you hear the All Hazards Sirens
 - When directed by police/fire personnel
- Inside NISW in interior rooms, preferably without windows (computer lab).

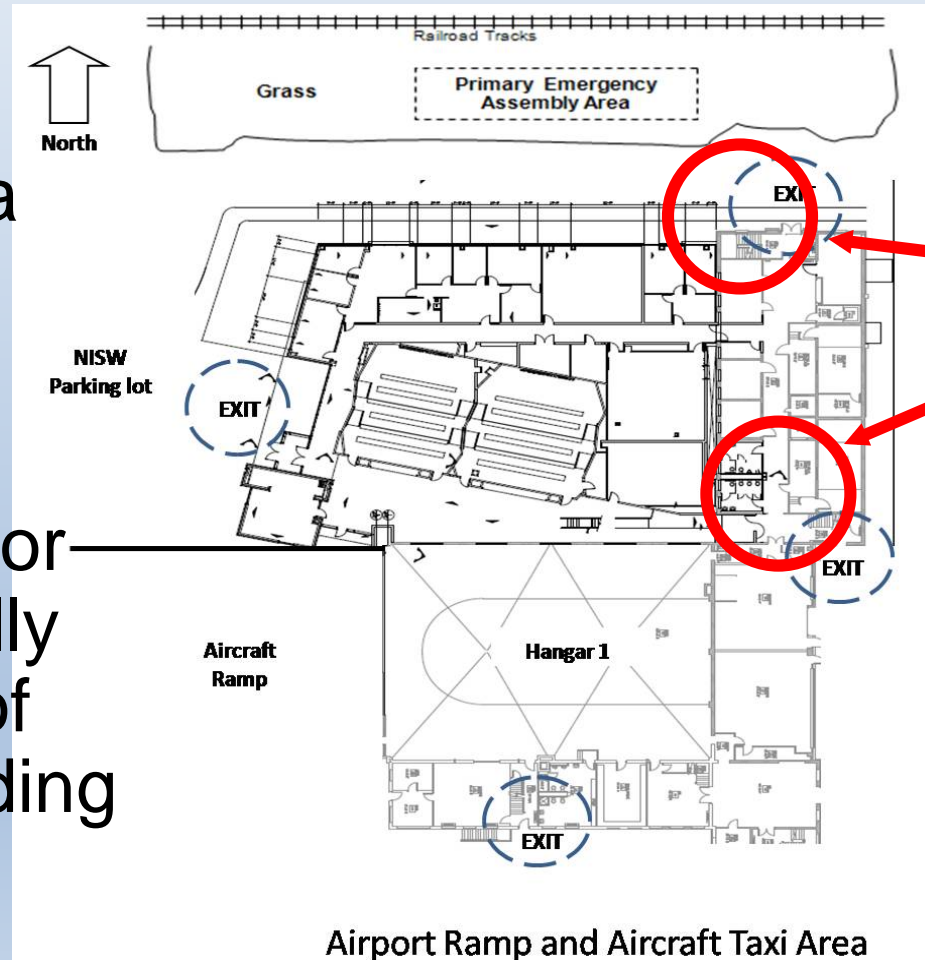
NISW Building Emergency Plan Continued:

What to do – Tornado

- Move to the basement area immediately

Alternate:

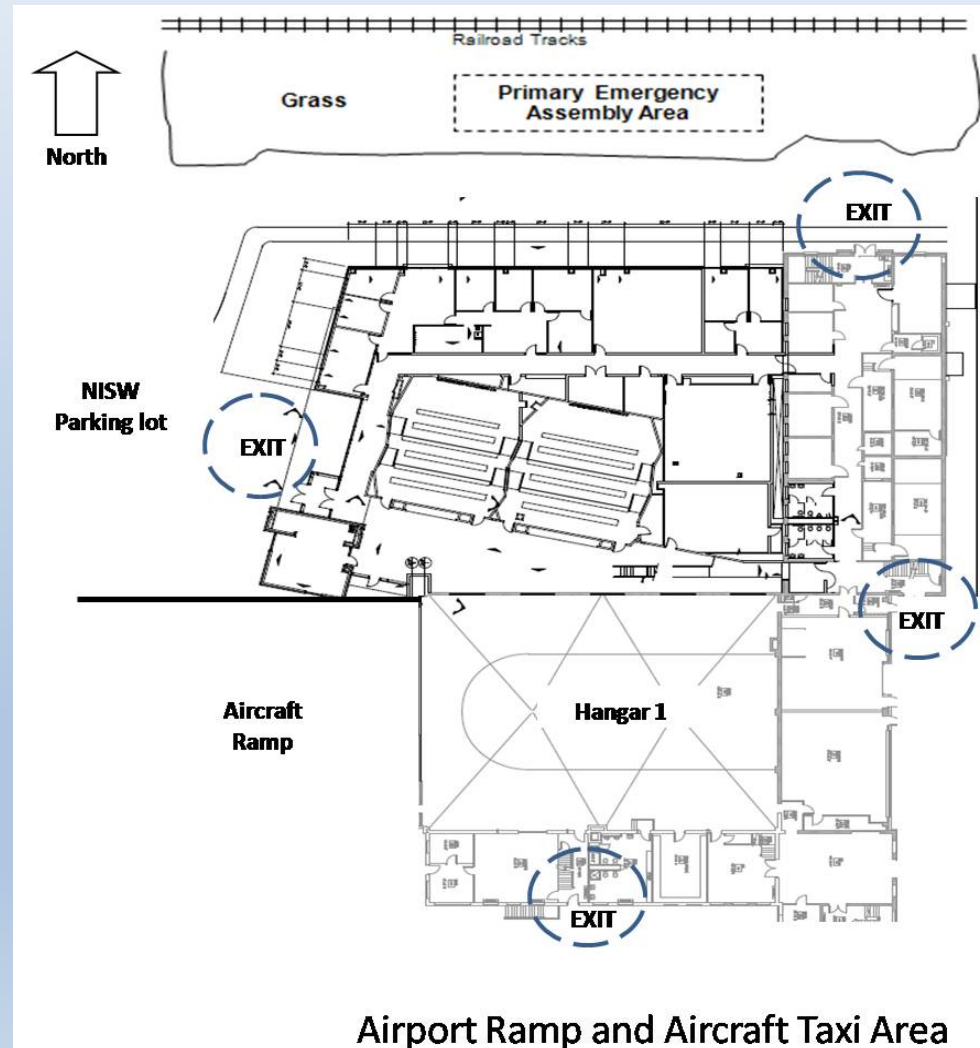
- 1st floor Interior hallways; ideally in old portion of the NISW building



Basement
stairways

What to do: Active Shooter/ Intruder/ Civil Disturbance

Seek a safe location,
preferable a room without
windows that can be
locked or secured by
barriers.



What to do – HAZ-MAT

- Shut off all operating equipment including vent fans
- Close all doors and windows to the outside
- If possible, close and/or seal vents and ducting if the event involves hazardous material release
- If able, tune a radio or television to the Primary Emergency Alert System: WASK (98.7 FM, 1450 AM) or other local TV or radio station in Tippecanoe County.
- Remain in place until Police, Fire, or other Emergency Response officials tell you it is safe to leave, or until information is announced through radio or T.V. broadcasts alerting you it is safe to leave.

NISW Building Emergency Plan Continued:

REVIEW:

EMERGENCY	EMERGENCY ASSEMBLY AREA (EAA)—SHELTER IN PLACE
Weather-Related—Tornado Warning	Basement corridors, basement offices, basement restrooms Or the lowest level of the building (stay away from windows and doors)
Hazardous Materials (HAZMAT) Release	Remain or find an unaffected office or work area and close windows and doors.
Civil Disturbance—active shooter	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.

NISW Building Emergency Plan Continued:

Points of Contact:

Matt Johnson at: 4-6103

John H. Mott at: 4-2686

AT Office Administrator (Access to Dept. Head):
4-5782

Contact the Campus Emergency Preparedness Office at 4-0446

Go to the Emergency Preparedness website for planning assistance information:

http://www.purdue.edu/emergency_preparedness/



PURDUE AVIATION TECHNOLOGY

STAY CONECTED

AVIATION TECHNOLOGY



atinfo@purdue.edu



765-494-2782



Facebook: /PurdueAviationTechnology



Instagram: @purdueaviation



Twitter: @purdueaviation



Thank you!!!!!!

Take Quiz:

https://purdue.qualtrics.com/SE/?SID=SV_cCOsFj6gVeqxb0x

