

## Portland Community College

### Welding Technology Syllabus for all Lecture/Lab welding courses.

Instructor: Kevin Longueil : RC Bldg 2 Room 232b

Phone: (971) 722-7176 Class Hours: -Monday through Friday, 12:00 – 5:00

Bldg 2, Rm. 132 (A and B) Bldg 2, Rm. 131.

Please communicate with me via email: My email address is [kevin.longueil@pcc.edu](mailto:kevin.longueil@pcc.edu)

**Winter 2026 – Welcome to welding!**

**Monday January 5<sup>th</sup> through Friday March 20<sup>th</sup>**

#### PCC IMPORTANT DATES

<b>Sat Dec 20 - Sun Jan 4</b>	College closed: winter break
<b>Mon Jan 5</b>	Beginning of term
<b>Sat Jan 10</b>	<a href="#">Last day to choose financial aid refund</a>
<b>Tue Jan 13</b>	<a href="#">Last day to choose audit grade</a>
<b>Tue Jan 13</b>	Last day to drop 8-12 week classes: <a href="#">how to drop</a>
<b>Tue Jan 13</b>	Late registration deadline: <a href="#">instructor approval required</a>
<b>Mon Jan 19</b>	College closed: Martin Luther King Jr. Day
<b>Sun Feb 1</b>	<a href="#">PCC Scholarship application deadline</a>
<b>Sat Mar 14</b>	Last day to withdraw from 11-12 week classes: <a href="#">how to withdraw</a>
<b>Sat Mar 14</b>	Last day to change grade option for 11-12 week classes: <a href="#">grade options</a>
<b>Mon Mar 16 - Sun Mar 22</b>	<a href="#">Final exams</a>
<b>Sun Mar 22</b>	End of term
<b>Tue Mar 24</b>	Grades available in MyPCC

**Credits and Hours:** Welding classes can be 1,2,3, or 4 credits each. Make sure you know how many credit hours you have signed up for. Let me know if you need help with this.

It is important to understand how credits and credit hours work in the welding technology lecture/lab classes. Each credit hour is equal to roughly 20 hours of shop time. A student taking a one credit class such as 190A would be allowed 20 hours of shop time to complete the coursework. A student taking a four credit class such as WLD 111 would have 80 hours of shop time available. A full time student would be allowed to use the shop during their shift for the full 11 or 12 weeks.

A very common first term class load is WLD111,112, and 113. These classes were created in such a way that they build on one another. A student must complete each class in its prescribed order before moving on to the next class in the series.

**Course Objectives** All lecture/lab courses are designed to provide students with knowledge and skills through lectures and hands on skill development. There will be demonstrations, discussions, supervision and inspection of student projects. Specific course objectives and activities are outlined in each course content guide.

**The course content outcome guides for each course can be found through the link below.**

<http://www.pcc.edu/ccog/default.cfm?fa=course&subject=WLD>

#### **Instructional Materials:**

Here below is a link to the required tool list for all welding students.

I would add a set of **fillet gauges** and also a **scribe** to this list.

<https://www.pcc.edu/programs/welding/equipment-list/>

**Textbook:** Welding Principles and Applications by Larry Jeffus has been our book for years. The homework in your packets can be completed with any version of it. That being said it is important to know that we will be transitioning to a new book as soon as we are sure the bookstore has received enough copies. I have a copy of the Jeffus book that can be borrowed during class hours.

**Course Packets:** Nearly all lecture/lab welding courses have a welding “packet” associated with them. Students are required to print the packets for each class they have enrolled in. The packets contain important information on the relevant welding process along with a grading record sheet and blueprints for all coursework including the final practical. The packets also contain questions that must be completed and turned in before the final written exam can be taken. Here is a link to access the packets.

<https://www.pcc.edu/staff/kevin-longueil/course-packets/>

#### **Course assignments:**

Each packet has a number of **Welding Projects** that must be completed before taking the final practical exam. Blueprints and instructions for each project can be found in the course packet for each class. These assignments will make up 40 percent of total final grade.

Each packet contains **packet questions** that can be answered successfully by reading the appropriate chapters in

the Welding Principles and Applications book and also by reading the packet itself.

After completion of all written bookwork a student may then take the **final written exam** which will be worth 10 percent of the total final grade.

After the projects, packet questions, and written final are complete it is time to take the **final practical**.

The final practical exam will make up 40 percent of the total final grade.

Put more succinctly:

**Welding Projects =50%**

**Packet questions/**

**Final Written =10%**

**Final Practical =40%**

Students are required to complete all practical assignments in the PCC welding lab and within the allotted clock hours and shift for the course. There is no opportunity to make up missed time unless you are a part time student. Students may not come early to class and students are not allowed to stay late or work during another shift.

All written work must be turned in **before** the last week of class.

Grades are calculated using the simple formula below.

90 to 100 = A

80 to 89.9 = B

70 to 79.9 = C

60 to 69.9 = D

Less than 60 = F

### **Individualized Training Courses (any class with a letter after the numbers)**

Because of the unique nature of individualized training courses, their grades must be partially based on attendance. An overall attendance rate of 70% must be met to receive a passing grade in any individualized training course. A list of learning outcomes and specific goals must be submitted to your instructor before you begin any individualized training course. Students in individualized training courses are expected to submit a **weekly summary** of what they worked on and a self-assessment of progress toward the agreed upon goals at the end of the class hours.

### ***Here is a link to PCC grading guidelines***

<https://www.pcc.edu/resources/student-records/grading/>

- **Accessibility and Accommodations statement**

PCC is committed to ensuring that classes are accessible. Disability Services [[www.pcc.edu/disability/](http://www.pcc.edu/disability/)] works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide in advance formal notification from Disability Services to the instructor.

- **Title IX/Nondiscrimination statement:**

PCC is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or [equity.inclusion@pcc.edu](mailto:equity.inclusion@pcc.edu).

- **Student Rights and Responsibilities:**

The [Student Rights and Responsibilities Handbook](http://www.pcc.edu/about/policy/student-rights/) [www.pcc.edu/about/policy/student-rights/] establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The Handbook includes items such as the Policy on Student Rights, and the Student Code of Conduct Policy and Procedures.

- **Flexibility statement:**

The instructor may revise the class calendar, modify content, and/or substitute assignments in response to institutional, weather, or class situations.

- **Sanctuary College statement:**

PCC is a sanctuary college. For more information and resources, see [www.pcc.edu/resources/undocumented-students/](http://www.pcc.edu/resources/undocumented-students/).

- **Campus Resources:**

PCC offers a variety of resources to help you succeed in your classes and to enhance your college experience (e.g., jobs on campus, child care, student clubs, tutoring, writing centers, Multicultural Centers, Women's Resource Centers, Veterans Resource Centers, Queer Resource Centers, Dreamers Resource Center, emergency loans, food pantries, advising, counseling). You can access information about college resources and activities at [www.pcc.edu/student-life/](http://www.pcc.edu/student-life/).

- **Information about PCC Libraries:**

Each PCC campus has a library where students can access a variety of books (including some class textbooks on reserve), journals, videos, and other resources both through PCC's own collection and through loans from other colleges. The libraries also loan laptop computers, graphing calculators, and other technology. The libraries have computers, printers, and scanners for students to use and offer quiet and collaborative areas for studying, including study rooms that students can reserve. Librarians are available to help students with research – in person or by chat, email, text, or phone. Visit [www.pcc.edu/library/](http://www.pcc.edu/library/).

- **Food and Housing Insecurity statement:**

If you face challenges affording food or housing, this will naturally affect your classwork. PCC wants you to be successful and offers some resources that may help: Emergency Funds ([www.pcc.edu/enroll/paying-for-college/emergency-funds.html](http://www.pcc.edu/enroll/paying-for-college/emergency-funds.html)) and food pantries ([www.pcc.edu/student-leadership/services/free-resources/](http://www.pcc.edu/student-leadership/services/free-resources/)). You can also contact a campus Student Conduct and Retention Coordinator at [conductandcare@pcc.edu](mailto:conductandcare@pcc.edu).

- **Statement encouraging students to communicate with their instructors:**

If you experience challenges that might prevent you from succeeding in this class, please discuss available options with the instructor.

- [Policy on Student Rights](http://www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf) [www.pcc.edu/about/policy/student-rights/documents/student-rights.pdf]

- [Student Code of Conduct Policy and Procedures](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/) [www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/]

- **Academic Integrity statement:**

Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. See the [Student Code of Conduct Policy and Procedures](http://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/) [www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/] for further details.

- [Children on PCC Properties policy](http://www.pcc.edu/about/policy/student-rights/documents/children.pdf) [www.pcc.edu/about/policy/student-rights/documents/children.pdf].

- **Mandatory Reporting Requirement statement:**

It is always my goal to keep information you share private but I am required by law to report to our Office of Equity and Inclusion all allegations of dating or domestic violence, child abuse or neglect, abuse of vulnerable populations, and/or credible threats of harm to yourself or others. If you wish to make a disclosure that can remain confidential, there are staff at PCC who are deemed confidential. You can find an accurate list here: [www.pcc.edu/about/equity-inclusion/title-ix/documents/brochure.pdf](http://www.pcc.edu/about/equity-inclusion/title-ix/documents/brochure.pdf).

- **Listening Intervention Team for Equity (LITE) statement:**

Listening Intervention Team for Equity (LITE) is a PCC resource for students, faculty, and staff who have experienced inequity or need guidance to navigate challenging dynamics at the college across cultures, races, ethnicities, gender identity or expression, sexual orientations, ability, faiths, and other aspects of identity. The LITE listener will offer compassion, help you process your experiences, share skill-building techniques and problem-solving strategies, and connect you with other existing support resources. To talk to a LITE listener about experiences of inequity you have experienced at PCC, visit [www.pcc.edu/lite](http://www.pcc.edu/lite) and click on “Make an appointment with a LITE listener” or contact a listener directly.