

Portland Community College

Welding Technology Program and Shop Syllabus

Fall 2026

Applies to: Portland Community College Welding Technology (WLD) lecture/lab courses at Rock Creek, unless a course/CRN addendum states otherwise.

Instructor and Shop Information

Item	Information
Instructor	Kevin Longueil
Office	Rock Creek Building 2, Room 232B
Phone	(971) 722-7176
Email	kevin.longueil@pcc.edu
Welding shop	Rock Creek Building 2, Rooms 131 and 132A/132B
Standard afternoon class hours	Monday–Friday, 12:00 p.m.–5:30 p.m.

Please use PCC email for course communication. Your individual course/CRN addendum, D2L site, and instructor directions identify the course title, course number, CRN, credits, meeting pattern, module enrollment, and course-specific requirements that apply to you.

All Welding Technology CCOGs can be found at: <https://www.pcc.edu/ccog/wld/>

Fall 2026 Important Dates

Date	Important date
Monday, September 21	Beginning of term
Saturday, September 26	Last day to choose financial-aid refund
Tuesday, September 29	Late-registration deadline; instructor approval required

Tuesday, September 29	Last day to drop 8–12 week classes
Tuesday, September 29	Last day to submit an audit request
Wednesday, October 28	In-service; classes beginning before 4:00 p.m. are canceled
Sunday, November 1	PCC scholarship application opens
Wednesday, November 11	College closed: Veterans Day
Thursday–Friday, November 26–27	College closed: Thanksgiving holiday
Saturday, November 28	Last day to change grade option for 11–12 week classes
Saturday, November 28	Last day to withdraw from 11–12 week classes
Monday–Sunday, December 7–13	Final-exam period
Sunday, December 13	End of term
Tuesday, December 15	Grades available in MyPCC

Official PCC calendar and registration deadlines may change. Students are responsible for checking current PCC calendar information and D2L announcements.

Module Schedule

WLD courses use a modular schedule. Students are responsible for knowing the start and end dates for the module in which they are enrolled and for planning their work accordingly.

Module	Dates
Module 1	September 21–October 15, 2026
Module 2	October 19–November 12, 2026
Module 3	November 16–December 10, 2026

There may be breaks between modules. No welding class is held during a module break unless PCC or the instructor specifically announces otherwise. Students are responsible for monitoring posted information about holidays, scheduled closures, in-service days, and module breaks.

Purpose and Course Documents

This Program and Shop Syllabus establishes program-wide expectations for Welding Technology students. Your course/CRN addendum, D2L site, course packet, Safety Orientation materials, posted shop procedures, and instructor directions provide the course-specific information that applies to your enrolled section, including meeting schedule, official course outcomes, assessments, grading, due dates, and any additional required materials.

Students are responsible for reviewing and following all applicable course documents, posted shop procedures, and instructor directions.

Integrated Lecture/Lab Instruction

Oregon defines a lecture/lab instructional setting as one in which the instructor provides short presentations and supervises student application of content (OAR 589-006-0100). WLD courses use this integrated lecture/lab format.

In WLD courses, short presentations, demonstrations, safety briefings, guided discussion, individual feedback, and inspection are directly connected to supervised application in the welding lab. Students apply course content through layout, fit-up, welding, cutting, inspection, correction, and related shop activities.

Instruction and hands-on application are interdependent. Instruction is provided when needed to support safe, accurate, and successful work; it is not structured as a separate traditional lecture period apart from shop learning.

Course-specific descriptions, learning outcomes, prerequisites, and credits are available through the PCC Course Content and Outcome Guides (CCOG):

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

Scheduled Shop Access and Progress

Students may work in the welding shop only during the class shift and scheduled instructional time for which they are registered. Students may not attend another welding shift, arrive early to work, remain

after their scheduled class period, or use unscheduled Friday, Saturday, or open-shop time unless PCC specifically publishes and authorizes that opportunity.

Students must complete required course work within the dates, shop time, and course requirements identified in the applicable course/CRN addendum and D2L. Missed class time is not automatically replaced with additional shop access or work time.

Students must complete course work within their enrolled module. Course-specific attendance, participation, progress, completion, and assessment requirements are stated in the applicable course/CRN addendum.

Safety, Shop Conduct, and Equipment

Safe work practices are a condition of participation in WLD shop activities. Students must complete the applicable Rock Creek WLD Safety Orientation and follow all instructor directions, posted safety procedures, equipment-specific instructions, and personal protective equipment (PPE) requirements before using equipment or beginning assigned work.

Students must:

- Use required PPE and wear clothing appropriate for welding and shop work.
- Use equipment only after receiving instruction and authorization.
- Keep work areas clean, organized, and free of hazards.
- Report injuries, near misses, damaged equipment, unsafe conditions, and chemical spills to the instructor immediately.
- Follow procedures for ventilation, compressed gas cylinders, welding fumes, hot metal, grinding, electrical equipment, fire prevention, chemical handling, and waste disposal.
- Respect other students' work areas, tools, projects, and learning time.
- Complete required cleanup and return shared equipment and materials as directed.

Students who do not have required PPE, who have not received authorization to use equipment, or who engage in unsafe conduct may be removed from the work area or directed to complete an alternate learning activity until the safety concern is corrected. Removal from a work area does not create additional shop-access time or extend course deadlines unless the instructor authorizes an exception.

The Rock Creek WLD Safety Orientation Packet contains detailed safety, emergency, PPE, chemical/waste, and shop-access expectations that apply before and during work in the lab.

Tools and Required Materials

The Welding Technology Department Tool List is department policy and identifies tools, PPE, and materials that support safe and successful participation in WLD courses. Students are expected to obtain and maintain required items as their coursework progresses.

Students must have the PPE required for the work they are performing and must follow instructor directions regarding safe use of tools and equipment. Course-specific supplies, consumables, textbooks, access codes, and additional tools will be identified in the course/CRN addendum, D2L, or by the instructor.

Students are responsible for the safe use, care, and return of personally owned, borrowed, and checked-out tools or equipment. Do not use another person's tools or equipment without permission.

The department tool list is available at:

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

Learning Materials and Online Work

WLD courses may use PCC course packets, blueprints, assigned readings, D2L, American Welding Program (AWP) materials, and other approved instructional resources. Specific materials, access requirements, assignments, and deadlines for each course are provided in the course/CRN addendum and D2L.

WLD lecture/lab courses include required learning activities outside scheduled shop time, such as reading, AWP online modules, print reading, project planning, and written assignments. Students are responsible for maintaining access to required course materials and completing assigned online, written, and practical work by the deadlines established for their course.

Students are required to print the course packet for each enrolled WLD course. Course packets may include process information, project blueprints, grading records, final-practical blueprints, and written or print-reading activities. The current course-packet location and printing requirements will be provided in D2L or by the instructor.

Grading and Assessment

Final grades are based primarily on demonstrated welding performance. Students earn credit through required welding projects, AWP online learning activities, D2L written quizzes, and a final practical welding examination.

Assessment category	Weight
Welding Projects	45%
AWP Online Content	5%
D2L Homework Quiz	5%
D2L Final Written Quiz	5%
Final Practical Welding Examination	40%
Total	100%

Welding Projects include the required practical assignments identified in the course packet, project blueprints, and instructor directions. Project work may include print reading, material preparation, layout, fit-up, welding, inspection, required correction or rework, cleanup, and completion of project records.

Practical welding assignments and practical assessments must be completed in the PCC welding lab under the conditions established for the course. Students must follow the applicable course packet, blueprint, instructor directions, inspection criteria, and safety requirements.

Online Learning and Written Quizzes

This course uses American Welding Program (AWP) online content and D2L quizzes to support the knowledge needed for successful welding work in the shop. Online and written activities may address safety, welding processes, terminology, equipment, consumables, print reading, welding symbols, inspection, discontinuities, and other course-related knowledge.

Students are expected to complete assigned AWP online learning content, the D2L Homework Quiz, and the D2L Final Written Quiz by the deadlines posted in D2L. Each item is worth 5% of the final course grade.

During this initial implementation of AWP and D2L course activities, the instructor may provide additional guidance, reasonable flexibility, or alternate arrangements for documented access, technology, or transition-related difficulties. Students should contact the instructor as soon as a problem occurs and should not wait until the end of the module or term.

Online and written coursework supports—but does not replace—the required practical welding projects and the Final Practical Welding Examination.

Final Practical Welding Examination

The Final Practical Welding Examination is worth 40% of the final course grade. It is a comprehensive hands-on assessment of the welding skills and knowledge developed during the course.

Students must complete the final practical in the PCC welding lab during their scheduled class time and according to the assigned blueprint, course packet, safety requirements, workmanship criteria, inspection requirements, and instructor directions.

Students must attempt and submit required welding projects and the Final Practical Welding Examination to earn a passing grade in the course, unless an approved accommodation or instructor-authorized alternative applies.

Final Grade Scale

Percentage	Letter grade
90–100	A
80–89.9	B
70–79.9	C
60–69.9	D
Below 60	F

PCC grading information:

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

Individualized Training Courses

For individualized training courses, generally courses with a letter following the course number, grading and completion requirements may include attendance and individualized learning-goal requirements stated in the course/CRN addendum.

Unless the applicable course addendum states otherwise, students in individualized training courses must maintain at least 70% attendance to receive a passing grade. Before beginning course work, students must submit a list of learning outcomes and specific goals for instructor approval. Students are expected to submit a weekly summary of work completed and a self-assessment of progress toward agreed-upon goals at the end of each class week.

Accessibility and Student Support

PCC is committed to ensuring that classes are accessible. Accessible Ed & Disability Resources works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide formal notification from Accessible Ed & Disability Resources to the instructor in advance.

Accessible Ed & Disability Resources:

<https://www.pcc.edu/disability/>

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

PCC offers a variety of resources to help students succeed in class and enhance their college experience, including advising, counseling, tutoring, food resources, emergency support, student employment, student clubs, cultural and identity-based resource centers, and student-life activities. Information about available resources is available at:

<https://www.pcc.edu/student-life/>

Each PCC campus has a library where students can access books, journals, videos, computers, printers, scanners, study spaces, and research assistance. PCC Libraries also provide access to materials from other colleges and may loan technology and other equipment. Visit:

<https://www.pcc.edu/library/>

If you face challenges affording food or housing, this can affect your classwork. PCC offers resources that may help, including emergency funds and food resources. For current information, visit:

<https://www.pcc.edu/emergency-funds/>

<https://www.pcc.edu/student-life/>

You may also contact a campus Student Conduct and Retention Coordinator at conductandcare@pcc.edu.

Title IX and Nondiscrimination

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 Student Conduct and Community Support at (971) 722-7511 or titleix@pcc.edu.

Title IX and nondiscrimination resources:

<https://www.pcc.edu/about/equity-inclusion/title-ix/>

Student Rights and Responsibilities

The Student Rights and Responsibilities Handbook establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The handbook includes the Policy on Student Rights and the Student Code of Conduct Policy and Procedures.

<https://www.pcc.edu/about/policy/student-rights/>

Academic Integrity and AI Use

Students must submit their own work and follow PCC's Student Code of Conduct and academic-integrity expectations. Cheating, copying another person's work, submitting work completed by another person, falsifying records, or misrepresenting practical work may result in academic and/or conduct consequences.

Generative artificial intelligence tools may be used only when an instructor specifically permits their use for an assignment. When permitted, students must follow instructor directions for disclosure, citation, verification, and appropriate use. AI tools may not replace the student's own learning, safety judgment, welding practice, written work, or assessment performance.

PCC Student Code of Conduct Policy and Procedures:

<https://www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/>

Recording and Mobile Devices

Students are encouraged to have a mobile communication device capable of accessing the internet for D2L, PCC email, course announcements, and other course-related information.

Oregon law and PCC policy permit students to record class sessions for personal educational use. Students who wish to make an audio or video recording of any portion of class must inform the instructor in advance. Recordings may not be shared publicly or distributed to others. Sharing recorded course content may violate Oregon law and the PCC Student Code of Conduct.

Mandatory Reporting

It is always my goal to treat information students share respectfully and privately. However, instructors are required by law to report allegations of child abuse or neglect to the Oregon Department of Human Services. Information about this requirement is available at:

<https://www.pcc.edu/hr/contracts/child-abuse/>

Additional College Notices

PCC is a sanctuary college. For more information and resources, see:

<https://www.pcc.edu/resources/undocumented-students/>

Children on PCC properties policy:

<https://www.pcc.edu/about/policy/student-rights/documents/children.pdf>

Listening Intervention Team for Equity (LITE):

<https://www.pcc.edu/lite/>

The instructor may revise the class calendar, modify content, and/or substitute assignments in response to institutional, weather, safety, or class situations. Students will receive notice of material course changes through official course communications.

Student Acknowledgment

By remaining enrolled and participating in WLD courses, students acknowledge responsibility for reviewing and following this Program and Shop Syllabus, the applicable Safety Orientation materials, their course/CRN addendum, course packet, D2L information, posted shop procedures, and instructor directions.