Spring Term 2016

Welding Technology  Welding Shop Course Syllabus

Course Location

Welding Classroom/shop Welding Lab:

Instructor: Lauren Cobb  Office: RC Bldg 2 Room 232b
Phone: (971) 722-7601  Class Hours: - Lauren Cobb Monday
thru Thursday 12pm-5pm  Bldg 2, Rm. 132 (A and B) Bldg 2,
131.  This syllabus is a contract between the instructor and
student please read and if you have any questions let me know.
Phone 971-722-7601
All shifts are listed, please see instructor to determine which shift you are scheduled in.

Afternoon  Shift 12pm PM to 5:00pm  Monday through Thursday

Credits and Hours

1 credit= 20 hours, 2 credits = 40 hours, 3 credits = 60 hours, And so on........

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.

Course Content—  http://www.pcc.edu/ccog/default.cfm?fa=course&subject=WLD
https://www.pcc.edu/staff/index.cfm/518.html

All lecture/lab courses include

1.  Safety
2.  Use of Course Content Guide and/or Training Packet
3.  Material preparation
4.  Equipment set up, operation, and shut down

Development of welding skills

Development of professional skills in the following critical competency areas: work ethics, communication,
computations, human relations, and problem solving.
**Course Assignments**

Assignments web link [https://www.pcc.edu/staff/index.cfm/518.html](https://www.pcc.edu/staff/index.cfm/518.html)

Students are required to complete all assignments detailed by their instructor and/or Course Content Guide(s) and Training Packet(s). **All welding projects and test plates are to be completed in the PCC welding lab.**

All written work must be turned in by the end of the class period on the last day of their module.

**Text book** *Welding Principles and Applications*, By Larry Jeffus

Video Training
Set of Bergwall Safety Video's (located in welding classroom)

**Attendance Policy** Students are expected to attend all class meetings for which they are scheduled. *Repeated absence will affect the student's grade.* Students must officially withdraw from a class when they stop attending. If a student has excessive absences and fails to withdraw a grade of F will be assigned.

****Full time students (12 credits) are required to attend class Monday through Thursday for the full shift. (Do not register for full time 12 credits or more if you can Not attend Full time)

Part time students are required to schedule their days and hours of attendance with their instructor. Class dates are established at the beginning of the course. Absence from a scheduled class does not entitle a student to extend their course end date, (please see make up hours policy)

**Make Up Hours**

STUDENTS MAY ATTEND SCHEDULED HOURS ONLY, THERE ARE NO MAKE UP HOURS.

YOUR INSTRUCTOR MUST APPROVE ANY CHANGE IN COURSE SCHEDULE.

**Grading Policy** A letter grade will be issued for all courses applicable towards a One Year Certificate of Completion, or an Associates of Applied Science Degree in Welding Technology. Individualized welding courses are evaluated on a Pass/ No Pass system. Individualized courses are not applicable toward the above listed Certificates and Degree.


**Grading Criteria** Students will be evaluated using the criteria listed below:

20% of grade is based on Safe work habits and shop practices and based on Development and Application of Employability skills.

10% of grade is based on Completion of written and reading assignments

30% of grade is based on final exam/project.

40% of grade is based on Completion of welding exercises.
Grading Scale for Degree Classes

90-100% A-Superior

Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined in the course training packet. Superior examination scores, consistently accurate and prompt completion of assignments, ability of to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellence attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

80 - 89% B - Above average

Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined in the course training packet. High examination scores, accurate and prompt completion of assignments, ability to deal with abstract ideas, commendable mastery of pertinent skills and excellent attendance. Probable continued success in sequential courses.

70 - 79% C - Average

Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined in the course training packet. Satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills and regular attendance. Sufficient evidence of ability to warrant entering sequential courses.

60 - 69% D - Substandard

Substandard but receiving college credit. Substandard grade indicating that the student has met only minimum requirements as outlined in the course training packet. Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses. Does not satisfy requirements for entry into course where prerequisite are specified.

0-59% F-Failure

Non-passing grade indicating failure to meet minimum requirements as outlined in the course training packet. A failing grade issued would be a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, repeated absences from class. Does not satisfy requirements for entry into course where prerequisites are specified.

Pass Acceptable performance

A grade of "P" represents satisfactory achievement that would have been graded "C" or better on the grading scale, but is given instead of a letter grade. By the end of the eighth (8) week of class (or equivalent) students shall choose the graded or pass option. By the end of the eighth (8th) week of class or equivalent), students may rescind an earlier request of the pass option.
No Pass

Unacceptable performance or does not satisfy requirements for entry into courses where prerequisites are specified. This grade may be used in situations where an instructor considers the "F" grade to be inappropriate. The NP mark is disregarded in the computation of the grade point average.

Other Grading Scale Options

CIPR Course-in-Progress Re-register

A mark used to only for designated classes. To receive credit, a student must reregister. This may include course in modular or self-paced programs. This mark may also be used in skill-based course to indicate that the student has not attained the skills required to advance to the next level. If the course is not completed within a year, the "CIPR" changes to an "AUD" (Audit) on the transcript unless the course was repeated and a grade earned.

AUD Audit

Some courses may allow the students to attend a course without receiving a grade or credit for the course. Tuition must be paid, and instructor permission must be obtained during the first three weeks of class (or equivalent). Instructors are expected to state on their course handouts any specific audit requirements. Does not satisfy requirements for entry into courses where prerequisites are specified.

Repeated Courses

Courses with grades of "D," "F," "NP," or "CIP," may be repeated for a higher grade. All grades earned will appear on the transcript. The first earned grade of "C" or "P" or better will count in the accumulated credit total. The first grade of "C" or better will be used for the GPA calculation.

IMPORTANT NOTES

All projects must be completed in the PCC Welding Lab within your course time. Special Requests such as metal, electrodes, etc. outside the standard degree curriculum will need to be purchased by the student(s). PCC is committed to supporting all students! If you have an accommodations form from Disability Services Department, please make arrangements to meet with your instructor privately to discuss your needs. Accommodations are not retroactive, but begin when the instructor receives the Approved Academic Accommodations form from DS. To request academic accommodations due to a disability; please contact Disability Services at 971-722-7558.Cellular phone statement: All cell phones and pagers should be turned off while class is in session. If you feel you have special circumstances and need to leave your phone or pager on, it must be turned to vibrate or silent. If there is an emergency situation and you must use your phone during class time, please leave the classroom before accepting and/or conducting your call.

- Add/drop/withdraw deadlines for the term [www.pcc.edu/registration/dropping.html]

Students who experience disability-related barriers should contact Disability Services [www.pcc.edu/disability]. If students elect to use approved academic adjustments, they must provide in advance formal notification from Disability Services to the instructor.

Title IX Statement: Portland Community College 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
Use your MYPCC Portal for the following information:

- Accessing your grades

Finding information regarding the Students Rights and Responsibilities and much more information regarding PCC

All PCC students must comply with PCC Code of Student Conduct [http://www.pcc.edu/about/policy/student-rights/student-rights.pdf#code-of-student-conduct] Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. 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 Academic Integrity Policy for further details.

[www.pcc.edu/about/policy/student-rights/student-rights.pdf#academic/integrity]

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather or class situations.

**Attendance Contract Information**

PCC Welding's Open-Entry, Open-Exit attendance system allows the student to pick the days of attendance to best fit his/her needs. *PCC Welding is not a drop in center where the students can just come anytime in at their own will and work on whatever s/he chooses.* It is the student's responsibility to ensure clear and consistent communication by completing the attendance contract below. The students hours/days will be tracked by a time card and attendance sheet. It is very important that the student uses these tracking tools because 10% of the course grade is based on this category and another 10% is based on safety (see the syllabus). Hence, 20% of the student's grade is based upon regular attendance!

**Attendance Policy** Students are expected to attend all class meetings for which they are scheduled. *Repeated absence will affect the student's grade.* Students must officially withdraw from a class when they stop attending. *If a student has excessive absences and fails to withdraw from class(es) a grade of an F will be assigned.*

*Part time students* are required to schedule their days and hours of attendance with their instructor. Class dates are established at the beginning of the course. Absence from a scheduled class does not entitle a student to extend their course end date. (Please see make up hours policy) Note that each credit hour equates to 20 hours in the shop. Hence, 1 credit equals 20 hours, 2 credits equal 40 hours, 3 credits equal 60 hours and so on....

**Make Up Hours**

*STUDENTS MAY ATTEND SCHEDULED HOURS ONLY, THERE ARE NO MAKE UP HOURS. YOUR INSTRUCTOR MUST APPROVE ANY CHANGE IN COURSE SCHEDULE.*

*NOTE THAT YOU ARE ONLY ALLOWED TO ATTEND THE CLASS(ES) THAT YOU ARE SCHEDULED FOR, SO DO NOT ASSUME THAT YOU CAN STAY OVER FOR THE NEXT SHIFT!*

**Complete the Attendance Contract and turn it to your instructor. THANKS AND HAVE FUN!**
Name:

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<thead>
<tr>
<th>Welding Class(es)</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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*Hours calculation 1 credit = 20 hours*

**Welding Course target dates for full time students**

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<thead>
<tr>
<th>Target dates: 3 credit classes</th>
<th>Course#1-11days</th>
<th>Course#2 10days</th>
<th>Course#3 11days</th>
<th>Course#4 11days</th>
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</table>

List your classes

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<tr>
<th>Target dates: 4 Credit classes</th>
<th>Course # 1-14days</th>
<th>Course # 2-14days</th>
<th>Course # 3-14 day</th>
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</table>

List your classes

**Attendance dates and times:**

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<th>Monday</th>
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<td>Times &gt;</td>
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**POLICIES**

I understand that my grade is dependent upon attending class on the days and times indicated above.

**Excessive Absences -**

I understand that the instructor is like an accountant! S/he only adds up and divides out the student's grade based on the student's performance and attendance. Excessive absences will affect the student's grade.

I also understand that PCC Weld shop is not a storage facility and it is my responsibility to make sure that all my tools, gear, and projects are removed before the end of each term. Anything I leave behind will be discarded by the department - NO EXCEPTIONS.

PCC is a publicly funded institution. Manufacture of items for sale for personal profit during class time is strictly prohibited.

Student's Signature Date: