

Non-Credit Course Syllabus

TRINITY VALLEY COMMUNITY COLLEGE

CONTINUING AND WORKFORCE EDUCATION

As the instructor of a non-credit course --complete this template as a syllabus for the course you will teach. Or, you can provide the syllabus in another format that contains all of these required items. ATTACH IT TO THIS FORM AND SIGN THIS FORM.

This syllabus is to be distributed to the students on the first day of the course.

Course Name: Welding, Safety, Tools and Equipment

Course Rubric and #: WLDG 8023

Class Section #19639

If LLA Class, Piggybacked on to: WLDG 1323.8476

Start Date of Course: 07/11/2016 **Course End Date:** 08/13/2016

1. **Name of Instructor** Steve Stegall
2. **Campus (or other location of training)** Emory ISD
3. **Course Meeting dates and times:**
 1. M/T/W 1:00 pm to 3:30 pm
 2. **Time/date for other instructional activities: (Example(s) : field trip or Certification/end of course exam – if different from regular schedule)** N/A
 3. **Topics and number of hours of self study involved in the course. Note this is not “homework”, this is actual instruction provided by “distance learning” type activities such as in “hybrid” courses)**

a. Topic n/a	Time allocated to complete n/a hours
b. Topic n/a	Time allocated to complete n/a hours
c. Topic n/a	Time allocated to complete n/a hours
4. **Is this a WECM funded course?** YES

Note: if this is a WECM funded course, all of the outcomes listed in WECM must be taught. Additional outcomes are permitted and encouraged.

5. General course description:

An introduction to welding careers and safe practices, including welding safety, OSHA and the Hazardous Communication Act and Material Safety Data Sheets. Basic mathematics, measuring systems, shop operations, use and care of measuring tools and the use and care of hand and power tools will be covered. Instruction on various types of welding equipment and processes along with basic welding gasses, fluxes, electrodes, symbols and blueprints will be introduced to the student.

6. List the course outcomes:

Students will:

1. List welding careers;
2. Explain welding safety practices, OSHA and the Hazardous Communications Act, and MSDS; and, list hazards associated with welding equipment and processes.
3. Use and maintain tools and equipment; practice shop welding safety; identify hazards associated with gases, fluxes, electrodes and equipment; interpret an MSDS;
4. Name different welding processes and explain their operation.

7. Resource Materials:

1. Textbook: Welding Technology Fundamentals fourth edition by Bowditch, Bowditch & Bowditch, the Goodheart-Wilcox Company, Inc., Tinley Park, Illinois. Please visit the TVCC bookstore online;
2. Notebook and writing implements;
3. Three ring notebook ½" in size;
4. Tape measure (push/pull type 12' minimum 1/16 divisions);
5. Welding hood with at least a #9 lens with a protective covers;
6. Cutting goggles or safety glasses (lens shade of #4 or #5)
7. Welding gloves;
8. Welding cap;
9. Pliers-used for handling hot metal;
10. Leather welding jacket/sleeves (optional)
11. Leather shoes or boots (no tennis shoes of any kind).

8. **Course Grades:*** (Non-credit grades will be provided by one of these methods- please check the Appropriate method):

1. ____ Grade of “pass or fail” indicated with a P or F on the grade sheet. Generally this is the method used participation in the course is the primary objective.
2. X Grade of A, B, C, D, or F. Generally this is the method used when student performance and attendance are necessary for the attaining the course outcomes:
 - a. A = 90% - 100% success
 - b. B = 80% - 89% success
 - c. C = 70% - 79% success
 - d. D = 60% to 69% success
 - e. F = below 60% successful
3. ____ Numerical grades. (These are required by ISDs for dual credit (non-credit) grades) Instructor lists the student’s course average as the grade.
4. A grade of “W” will be given to students who officially withdraw from the course by contacting the Continuing and Workforce Education Dept. Unless there is an official withdrawal request signed and dated, the student will receive an “F”.
5. ____ Other: Grades will be determined by the following:
 - Written assignments/daily work – 25%
 - Quizzes & Test 25%
 - Final Exam 25%
 - Attendance & Participation 25%.

In order for students to obtain the most from any course, they must be present. The absence policy found in the Trinity Valley Community College Catalog will be complied with for this course. It will be the students responsibility to inquire about missed assignments, quizzes and test. Students who are more than five minutes late for class will be counted as absent. Arriving late for class and leaving early will be noted and reflect on the students participation grade. Students may be dropped from the class after the student has reached six absences or for failure to participate in class/shop assignments. Cell phones are not allowed in the classroom or shop area. All students are required to participate in cleaning the shop area after each class. Each student will begin the class with a 100 in attendance & participation. The following will be the point deduction for being absent: 0-3 absences 0 deduction. After a student accumulates 3 absences, the following method will be used to calculate an attendance grade; Number of class periods minus total absences divided by total class periods. Example: 30 class periods minus 5 absences = 25 divided by 30= 0.83, this indicates an 83% attendance

rate which equates to an attendance grade of 83. Participation is a must in all welding classes. This is the student's contribution to classroom/shop discussions and the amount of shop work that is completed. It is obvious that a student will not be able to participate if they are absent, choose to leave class early or choose not to work while in class/shop. Students who choose not to work in the shop will have a grade deduction. As the instructor, I will base a portion of your attendance and participation grade on the amount of work attempted and completed.

*All grades are transcribed on a permanent non-credit transcript available to the student at any time.

9. **Course Requirements**

Students will be required to demonstrate through written, oral and demonstration exercises and test, the ability to use various types of welding equipment and hand tools that could be used in the welding industry. Students will also through written and oral exercises/test demonstrate their understanding of safety issues related to the welding industry.

10. **Course and Classroom Management** (Check those that are appropriate):

- a. ☒ Arrive on time and stay for each entire session
- b. ☒ Class participation
- c. ☒ Use of electronic devices –cell phones not allowed in classroom or shop area
- d. ☒ No guests in class (children especially)
- e. ☒ Bring needed resources (textbooks, presentation materials, etc.)
- f. ☒ Instructor reserves the right to ask any student to leave the instructional area for unacceptable behavior of any kind. Law enforcement will be called if needed.
- g. ☒ Trainees (students) are expected to meet the TVCC standards of conduct.
- h. ☐ Other: _____
- i. ☐ Other: _____
- j. ☐ Other: _____

11. Other Information: (Examples: Course is team taught; list other presenters; course is for Continuing Education Units for a specific occupation; course is industry training for a specific group or company, etc.

Instructor Signature

Date

Coordinator Signature

Date