

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: Introduction to Layout and Design

Course Rubric and #: WLDG 8018

Class Section #19639

If LLA Class, Piggybacked on to: WLDG 1317.8475

Start Date of Course: 07/07/2016 **Course End Date:** 08/12/2016

1. **Name of Instructor** Steve Stegall
2. **Campus (or other location of training)** Emory ISD
3. **Course Meeting dates and times:**
 1. Th/F 12:30 pm to 4:00 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:

Introduction to Layout and Design is a fundamental course in layout and fabrication related to the welding industry. Major emphasis is on structural shapes and their uses in welding. Students will be introduced to print reading, material calculations, material selection, cutting of material, layout of material to print specifications and introduced to welding symbols.

6. List the course outcomes:

Students will:

1. Identify welding symbols;
2. Identify and select measuring instruments and tools for fabricating projects;
3. Recognize correct layout and fabrication terminology;
4. Identify structural shapes and materials.

7. Resource Materials:

1. Textbook: Math for Welders, 5th Edition by Nino Marion ISBN: 978-1-60525-900-0
2. Notebook and writing implements;
3. Tape measure (push/pull type 12' minimum 1/16 divisions);
4. Welding hood with at least a #9 lens with protective covers;
5. Cutting goggles or safety glasses (lens shade of #4 or #5)
6. Welding gloves;
7. Welding cap;
8. Pliers – used for handling hot metal;
9. Cutting tip cleaner;
10. 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 – Explain: _____

Grades will be determined by the following:

Written assignments/daily work & homework 25%

Quizzes & Test 25%

Final Exam 25%

Attendance & Participation 25%

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

9. **Course Requirements**

Daily work as assigned;

Homework as assigned;

Unit quiz for each unit;

Major test covering units 1-3

Major test covering Units 4 & 5

Final Exam covering Units 1-6

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

Coordinator Signature

Date

Date