



Program Disclosure

Manufacturing Technologies

Welding Technician Course

Instructor	E-mail	Phone	Office Hours M-F	Campus
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Mission Statement

The Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults, to meet the needs of Utah employers.

Introduction:

It is the intent of the Welding Technician Course to help prepare students to become welders with the skills employers require. This course is taught in an open-entry, open-exit format. This means that students can start their training throughout the year without having to wait for a semester or quarter to start. Students will progress as quickly as they can through the modules while demonstrating mastery of the skills required. However, the instructor is available to help them whenever they need assistance as this develops skills in critical thinking and problem solving. These skills are very important. Self-motivation is also a key skill in this course as students are in charge of setting their own deadlines as they work to maintain adequate progress through the course.

Students must **read through the entire Disclosure as they are accountable to understand and comply with this information.** This Disclosure lists the materials that are required for the class. **It is very important that students purchase the student packets before attending class for the first time.** Textbooks and workbooks are supplied in the classroom. All students entering the course must take the Introduction and Safety course first and pass the safety tests before being allowed to work with limited supervision in the shop area.

Description:

The TATC welding course will give students hands-on training in welding skills, in the use of state-of-the-art welding equipment. Students will also learn how to read and interpret blueprints. Completing the program will prepare students for entry-level welder positions with area businesses.

Recommended Preparation

Ability to read and write English at a 9th grade level

Ability to perform math operations at the 9th grade level

Certification and Proficiencies:

Students can obtain a **Certificate of Skills Competence** upon completion of the course. This chart shows the established sequence of the modules for the course. Students will complete each module before moving to the next one:

Welding Course	Hours
Required Modules	180
Welding Introduction and Safety	15
Shielded Metal Arc (Stick) Welding	30
Gas Metal Arc (MIG) Welding	35
Flux Cored Arc Welding	35
Gas Tungsten Arc (TIG) Welding	30
Oxy-acetylene Welding	20
Welding Blueprint Reading	15

Course Goals:

- Prepare students for employment opportunities in the welding industry
- Provide quality equipment, curriculum, and facilities
- Encourage the development of critical thinking and problem solving skills
- Develop responsible professionals by structuring the course to model a “real world” professional environment
- Provide our community employer partners with course completers who meet or exceed their requirements and expectations

Classroom Supplies:

The course packets are available for purchase at the Tooele Campus. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class. Textbooks and workbooks are available in the classroom.

Shop Supplies:

Prior to starting class, students must purchase or have with them the following equipment:

- Safety glasses (clear)
- Oxy-acetylene cutting goggles
- Arc welding helmet (#10 lens)
- Welding gloves
- Leather cape and sleeves
- 20” bib with side release buckle
- Leather apron, split leg
- 18” Fire-stop sleeves
- Tinted lens #11 (For Tillman helmet)
- Tinted lens #12 (For Tillman helmet)
- Single flint spark lighter
- Soapstone holder and soapstone
- Chipping hammer
- Tape measure

Classroom and Shop Conduct

- Students on medications that impair their ability to safely operate tools and welding equipment may not participate in these shop activities.
- Come to class prepared to work and learn.
- Each course in the program starts with the student packet information. Carefully use the module check sheets. Stay on task
- Do the textbook studying and written exercises indicated in the student packets in the order they are shown.
- You must complete each course in order before being allowed to move to the next course.
- Follow TATC's policies (available on the website at www.tatc.edu)
- Follow the safety procedures and rules.
- Respect the rights and property of others
- Practice the Care and Use standards while using shop and classroom equipment
- Use appropriate language
- Men and women with hair longer than shoulder length must restrain it in a bun or cap so that they are not at risk when welding.
- Do not block the electrical panels or shower in the shop with any tools or equipment.
- No food or drink allowed in the training areas

Shop Clean-up

- Students will clean up their shop area at the end of each shop session.
- The instructor will announce the clean up at least 15 minutes before the end of the students' shop session.
- Students will stop what they are doing and immediately start cleaning up.
- When students have a spill or debris on the floor, they should start to clean up early to finish on time.
- Students **must not** sweep dirt or debris into any drains on the floor or outdoors. Collect it and place it in the trash containers.
- Students **must not** wash oils, solvents, or other hazardous liquids down any drains. Liquid spills must be cleaned up with the proper methods and disposed of correctly. For more information on any chemicals are likely to encounter, consult the MSDS binder in the classroom.
- Students may be assigned to areas of the shop to check for cleanliness and to clean equipment, benches and to sweep the floors as necessary.
- Students must not leave class until their work area in the shop is clean, all the tools cleaned and returned to their proper place, all cylinder valves have been turned off, and the instructor has inspected your work area.
- There will be clean-up days for the entire class to clean the shop when necessary at the instructor's discretion.

Laboratory/Shop Forms

The following forms are required to be signed by all students before they can perform their lab/shop sessions:

- This disclosure form

Evaluation:

Students generally receive a passing score when they achieve mastery of 80% of the theory of the course and 100% of the hands-on and laboratory skill sets. As each module (small sections of the course that take

between 15 and 35 hours to complete) is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Northstar Student Information System (SIS) to assist the student and instructor in managing satisfactory progress.

Examinations on the text materials are on the classroom computers. They consist of multiple-choice, matching, yes/no, true/false, fill in the blank and diagram labeling. You must pass the computer exam at the end of each course before moving to the next course. Shop skills will be demonstrated to the instructor as they are mastered by the student. Testing for shop skills may consist of hands-on demonstrations and written tests. Students will record their progress through each module using the check sheets in their student packets and must pass the shop skills examinations before being allowed to move on to the next module.

It is the student's responsibility to notify the instructor each time he/she has completed a portion of a module that requires the instructor's initials. It is the student's responsibility to notify the instructor when he/she has completed a module. The student must complete the Training Outcome form and the Request for Student Certificate forms upon completion of the program to receive a certificate.

High School Grades and Citizenship:

The TATC may recommend letter grades and citizenship scores for high school students based on their attendance, level of competency and rate of progress. The grading scale is on the website at www.tatc.edu and may be provided to the student by their Instructor upon request.

Challenging a Course:

Students may arrange a time with the instructor to challenge a module. Students challenging a module must obtain a score of 80% mastery the first time they take the examination. Students will be allowed to test out of a maximum of 2/3 of the total hours of a course.

Satisfactory Progress:

Students are required to maintain satisfactory progress as they move through their training course. Satisfactory progress means that students must master competencies in no more than one and one-half times the standard completion time. Students who fail to maintain satisfactory progress will be required to meet with a student advisor to develop a plan to correct the situation. Ongoing failure to maintain satisfactory progress may result in disciplinary action.

Attendance:

The best way to insure satisfactory progress is for students to attend on time as scheduled. Students who are aware that they are going to be absent for more than 10 consecutive days, should contact Student Services to avoid paying additional tuition fees.

Schedules may be changed by contacting Student Services, provided availability exists. Schedules may be changed twice with no charge. Subsequent schedule changes carry a \$5.00 fee.

Students whose training is sponsored by a person or an agency that require progress and/or attendance reports must make arrangements with Student Services.

Professionalism:

The Welding course is conducted as if it were the students' employment. Therefore, it is expected that students attend regularly and on time; follow rules and processes; remain respectful of coworkers and supervisors (students and instructors) and dress appropriately for the occupation. Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for this profession. Students exhibiting

behaviors that inhibit learning in the course will be subject to disciplinary actions. It is expected that the students will: **be on time, work while in class and the laboratory and stay until the students' scheduled class time is over.**

Computer Use:

Follow the College's computer rules outlined in the orientation packet, but pay special attention to the following:

- Use the internet appropriately—no surfing, games or inappropriate sites
- Do not attempt to "hack" the computers
- Do not violate copyright laws
- Use the equipment appropriately to prevent damage
- Do not use the printers for personal use without permission from the instructor
- Always leave the computers on, but make sure to log off when finished
- Drinks and food are not allowed in the shop or on the table where the computers are located.

Cheating/Stealing

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the course and possible law enforcement action.

Cellular Phone Usage

Cellular phones will be turned to the silent mode. If the phone does not have a silent option then it must be turned off while in class. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones must be off during examinations.

Due Process

The college shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the college. The procedures for due process are contained on college website at: www.tatc.edu.

Student Concerns

Students who have a concern should first take it to the instructor for resolution. If a resolution cannot be reached, the student should arrange to discuss the concern with the Director of Instruction. If the issue cannot be resolved by either the instructor or the course manager, the student should contact Student Services and make an appointment with the Vice President of Student Services and Instruction.

Grievances

Eligible grievances are those which occurred while a student was officially enrolled at the TATC. The complete grievance policy may be found on the college website at: www.tatc.edu.

Termination

Justifiable termination will be for a period of 12 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll in welding courses.

Learning Resources

A variety of additional resources are available to students enrolled at Tooele Applied Technology College. These resources have been carefully selected to enhance learning opportunities correlated with your area of training. Check-out of items is available through your instructor or through a student services representative.

Testing Procedures for the Welding Technician Course

1. The student advises the instructor that he or she is ready to take a test. Note: Tests will not be given less than one hour before the student's schedule ends in order to allow enough time to complete it. The knowledge tests are on the Blackboard computer program. The Skills tests are performed in the shop.
2. The student completes the test on the same day it is started.
3. If a student fails three consecutive tests, he/she must study the course material and wait until the next class to retake that test.

Student Advisement and ADA Accommodations:

The following information is excerpted from the Student Services Handbook, should you need more detailed information, please refer to the Student Handbook, the College website, or contact the Student Service Office.

Advisement services:

The goal of advisement services is to create a successful college experience for all students – prospective, new or continuing as they work toward their educational goals. Advisement services are conducted through student services and instruction. The personnel responsible for advisement services consist of the Enrollment Specialist, the Directors of Instruction and the Vice President of Student Services and Instruction. Advisement personnel will provide accurate information on College programs, policies, and resources available. Advisement personnel will answer students' educational and career questions and assist students in choosing and developing a relevant educational plan that fits with their goals. Advisement personnel will evaluate previous education, training, and work experience. Students' math and reading skills may be assessed to determine whether additional instruction in these areas would help them be successful in their selected training program.

As students progress through their training, advisement personnel will continue to be available to help them make the best educational and career choices for their goals. In addition, advisement personnel will work with students to improve learning strategies, attitudes, or behaviors that will increase their success in their training program or course.

Advisement services are available Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday's from 8:00 a.m. to 4:00 pm. or after hours by appointment. Your Instructor will help you in arranging the appointment with advisement personnel if necessary.

Services to students with disabilities:

In compliance with the Americans with Disabilities Act (ADA) the College provides accommodations to qualified students with disabilities to support their educational goals. The College is fully committed to policies of equal opportunity, equal access, and non-discrimination, and pursues equality and diversity goals in all programs and activities. ADA services are coordinated through the Vice President of Student Services and Instruction.

Services provided by the College to qualified students with disabilities provide equal access for students to admissions, registration, activities, and technical programs to enhance student potential and individual student development. Services are provided to qualified persons with disabling conditions including, but not limited to, cognitive, emotional, mobility-related, visual, or hearing impairments (as verified by required documentation). Because the College currently leases all facilities, architectural access, also required under the ADA, is the responsibility of the lesser. The Vice President of Student Services and Instruction will provide advice and information regarding architectural access.

Signature Page for Manufacturing Technologies Disclosure

(Two signature pages are signed by student. One copy must be provided to Student Services by instructor)

Introductions

- I met the instructor(s) for this program and they explained that they are here to help me through the program and meet my academic goals.
- The instructor(s) explained to me what the classroom environment is like and encouraged me to ask questions whenever assistance is required throughout the program.

Disclosure review

- I have read the disclosure and the instructor(s) further explained to me the rules and requirements for the program.

Syllabus review

- The instructor(s) provided me with an orientation for the use of Blackboard.
- I have read the syllabus and understand the expectations and requirements of the program including the monitoring of my progress.
- I understand that it is very important to meet academic and attendance requirements or recommendations in an open-entry/exit, competency based environment.

SIS System (Northstar)

- The instructor(s) explained to me the importance of logging in at the beginning and end of my scheduled time, how to use the system properly, and how it is used to track my progress.

Safety review

- The instructor(s) explained to me where the emergency guidelines, first aid kit, flashlight, nearest exit and meeting place are located; and what to do in case of an emergency such as a fire.

Student Concerns

- I understand that the classroom environment has been designed to replicate the workplace and that the instructor is similar to an 'employer'.
- I understand the operation of a typical 'chain of command' at workplaces and that concerns need to be resolved at the lowest level of the chain whenever feasible.
- I am encouraged to work through any concern with my 'employer' / instructor but I have the option to either bypass the instructor and meet with the Director of Instruction, or file an informal or formal grievance with Student Services, as indicated on the syllabus and disclosure.

Training Plan

- The instructor(s) explained to me which course I am starting with and the sequence of courses that will follow, as well as having the opportunity to work with the Enrollment/Placement Specialist once I finished the course or program.
- I understand the importance of Satisfactory Progress and how the setting of goals and completion of modules relate to rate of progress.

Course Evaluation

- The instructor(s) explained to me the availability and importance of the course evaluation, to be completed at the end of every class/program.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course/program and that the instructor has emphasized the areas checked above.

(Printed Name of Student)

(Student Signature/Date)

If Student is under 18 years old a parent signature and date is required: _____

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