



## Cooperative Education-Welder/Welding Technologist

### WLDG-2380

Course Syllabus: Fall 2017

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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| Office Hours | Monday      | Tuesday     | Wednesday   | Thursday    | Friday | Online |
|--------------|-------------|-------------|-------------|-------------|--------|--------|
|              | 2:30-5:00pm | 2:30-5:00pm | 2:30-5:00pm | 2:30-5:00pm |        |        |

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course*

**Course Description for WLDG-2380:** Three credit hours. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One hour of lecture and 14 hours of lab each week. Students enrolled in this course must have a set of hand tools that they may furnish or purchase from the college book store. This is the "welding tool kit"

#### Required Textbook(s):

- A. Cooperative Education Student Guide for Mechanical Power Technology
- B. A Seminar Schedule which will be provided by your instructor/Coordinator at Orientation.

#### Recommended Reading(s): None

#### Student Learning Outcomes:

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

#### Exemplary Educational Objectives:

- A. Complete and submit an Application to the Instructor/Coordinator.
- B. Submit a copy of your technical/occupational major or completed degree plan to your Instructor/Coordinator.
- C. Complete and submit a signed Training Agreement.
- D. Establish approved objectives with the assistance of the supervisor and Instructor/Coordinator. Complete and submit a signed Job-Related Learning Objectives form for each (3) objective to be completed by the twelfth (12) day of class.
- E. Complete and submit a signed time card report at the end of each week. Time cards should include all hours worked from the first day of classes to the last day of regularly scheduled classes.
- F. Participate in 16 hours of approved seminars and complete required seminar activities. Your Instructor/Coordinator will conduct and/or coordinate, on a scheduled basis, 16 hours of seminars.

If you are unable to attend all 16 hours of the scheduled seminars, you will need to consult with your Instructor/Coordinator about optional seminars that you may attend or special projects that you may complete to make up for the regular seminars missed. To verify your attendance at optional seminars, you must complete and submit a seminar form. Your Instructor/Coordinator will determine any project output to be submitted to confirm your completion of any approved project.

- G. Complete approved objectives and submit a student Objective Report (**NEATLY**).
- H. Plan and coordinate a visit to the job-site. This visit must include the student, supervisor, and Instructor/Coordinator. Please schedule this meeting in advance and see that all parties-- your supervisor, your Instructor/Coordinator, and you--are available on the date and time.

**Failure to fulfill any of the above responsibilities will result in an “F” in this course.** You should monitor your progress in this course through frequent consultations with your Instructor/Coordinator. Withdrawal from the course is your responsibility.

Your Instructor/Coordinator will meet with you at the beginning of the semester to outline and discuss course requirements. If you have any questions, please contact your Instructor/Coordinator.

Cooperative education recognizes the value of earning in work situations. It is important to complete a job, solve problems, and see the results of your work. It is also important for you to advance in your career. Upon successful completion of this course, you, the student, will have gained working experience in your major field.

This experience should provide you with a better understanding of the working environment and should also enhance those skills which you utilized in accomplishing your job-related learning objectives. Specifically, this course will help you achieve relevant on-the-job learning, improve skills, and complete projects in your major field that will hopefully benefit your work situation in the future.

#### **SCANS Skills:**

Type Scans skills here; workforce only  
Academic transfer - type N/A

**Lectures & Discussions: None**

#### **Evaluation/Grading Policy:**

The grades you will receive for this class will be based upon these areas:

Grades are just like those in other courses. Your Instructor/Coordinator and employer will base your grade on how well you meet your objectives, your seminar participation, and how punctual you are in turning in required paperwork. **Failure to turn in required paperwork will result in an “F”**

**Student Responsibilities/Expectations:** It is important to present a professional image in the work place. Therefore, students are required to wear 100% cotton long sleeve shirts. They may be purchased in the bookstore or you can purchase in town. If your employer furnishes uniform shirts, they may be worn in place of the school shirt. These

shirts should be clean and neat at all times. You must have an approved uniform Welding Clothing by the second week of class. If you do not, you will not allowed to start any hands-on welding in the lab and 10 points will be deducted from your professionalism grade each class period proper welding clothing is not worn. **Shorts and sandals are not allowed. Professional appearance is part of your grade**

#### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

## **Conduct of Course**

### **Attendance Policy**

Regular and punctual attendance at all scheduled classes is expected. Attendance is necessary for successful completion of course work. If you are absent, you are responsible for initiating procedures for make-up work. All course work missed, regardless of cause, is to be completed to the satisfaction of the instructor. Every time the student comes late to class will be adding deduction points into his final grade.

More than three absences is considered excessive! It is up to you to initiate a drop in the Office of Admissions and Records. (At the discretion of the instructor, a student with nor more than two absences and with an "A" average will be exempt from the final exam.)

### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

### **Family Educational Rights And Privacy Act (Ferpa):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

### **Other Course Policies:**

Class recognition certificates may be distributed at the end of the course. The awarding of such certificate is at the sole discretion of the instructor

I HAVE READ THE SYLLABUS FOR THIS COURSE AND UNDERSTAND WHAT IS REQUIRED TO  
PASS. I UNDERSTAND THE EVALUATION AND GRADING POLICIES IN THIS COURSE.  
I WILL FOLLOW ALL SAFETY AND CLASSROOM POLICIES BOTH WRITTEN AND VERBAL.  
ALL QUESTIONS I HAD WERE ANSWERED BY THE INSTRUCTOR TO MY SATISFACTION.  
COURSE WLDG 2380.

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Student Signature

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Date