



# Cooperative Education-Welder/Welding Technologist

## WLDG-2380

Course Syllabus: Fall 2020

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

### Sergio Sánchez

Office: VT: 102

Phone: 903-434-8178

Email: [ssanchez@ntcc.edu](mailto:ssanchez@ntcc.edu)

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

## **Classroom Face Covering Guidelines**

In classrooms/labs where social distancing is NOT possible, face covering/mask and PPE appropriate for class activities are required. At conclusion of activities, the student will remove PPE, except for face covering/mask, and follow faculty instructions for disposal.

Face coverings/masks must be worn when entering, exiting and moving about classrooms/labs. Additionally, as a supplement to social distancing within the classroom, individual faculty members may require students in their class to wear face coverings while in class.

Faculty members who observe students not adhering to NTCC's face covering policy should politely ask the student to wear their face covering and direct them to the Student Services Building to obtain one, should they not possess one. Students who refuse to comply should be asked to leave the classroom and, when alternative learning modes (i.e. live remote, online, etc.) for the course are available, they should be informed of the options. If a student refuses, Campus Security (903-563-1417) may be contacted to assist, and the student reported to the Vice-President for Student Services.

As per Gov. Abbott's recent executive order, all persons must wear face coverings in all public areas (which includes inside classrooms/labs) when social distancing cannot be observed. Faculty may remove face coverings while conducting class but must ensure they can maintain social distancing between them and the students at all times. If social distancing cannot be maintained, the faculty member must continue to wear a face covering. Additionally, the College will provide faculty members with a face shield that may be worn while conducting class in lieu of face coverings but shall not be substituted for a face covering or social distancing otherwise.

Faculty should direct students who wish to apply for an exemption to the face covering policy to the Special Populations Coordinator, Kat Belew ([kbelew@ntcc.edu](mailto:kbelew@ntcc.edu)).

### **Additional Information**

Students will be informed they should not congregate in the hallways and should wait outside academic buildings when possible prior to start of class.

Sanitation wipes and hand sanitizer will be provided in the classrooms/labs for students to use and to wipe down their desk/workspace area prior to class.

It will be the students' responsibility to provide their own face covering, and students will be advised of such. A limited number of face coverings for guests or students who forget theirs will be available in the Student Services Building.

Faculty should end class sessions on time to allow for an orderly exit of students who are taking face-to-face classes or are transitioning to another online classroom.

In order to facilitate social distancing in the classroom, class enrollments will be limited, and classroom furniture will be setup to allow for social distancing. Excess classroom furniture will be blocked off. Additionally, faculty who are teaching face-to-face are encouraged to assign seats.

Faculty will be required to monitor and track daily attendance throughout the semester in an effort to facilitate both contact tracing and student retention and success.

Faculty members will not be required to wear a face covering while in their private office but should don a face covering should a guest enter the office.

#### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

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