

# Welding Support Course

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## Spring 2014

**Instructor:** Marcia Luptak  
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**Office Hours:** Mon-Thurs 7:45-8:30 a.m. K176  
Tues/Thurs 12:50-1:50 p.m. B290  
By appointment

**Class Schedule:** January 14 – May 13, 2014 (*No class March 24 or March 26 spring break*)  
Tuesday/Thursday 8:30-9:45 a.m.

**Class Location:** K 115

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### Attendance Policy:

One of the goals of this course is to prepare you for a job in the welding industry. Employers look for individuals who are punctual and present. This vital skill will be observed in this course. As you enter class, you must sign in on your attendance sheet by marking your time according to the classroom clock. Class begins at 8:30 a.m. Please be checked in **BEFORE** this time, or you will be considered late for class. Your attendance record will be addressed as a part of your final assessment for this course.

Attendance is critical to this course. **Five (5) absences will result in failure of the course.**  
**Students must contact the teacher in case of absence to let her know why you could not attend the class.**

### Make Up Policy:

Make ups will be allowed **only** if the student has contacted the teacher.

### Classroom Behavior:

Students are expected to conduct themselves in a respectful, responsible, orderly, civil manner by showing respect for one another, the instructor, and the classroom environment. This is in accordance with college policies and administrative procedures. A student who persists in disruptive behavior will be warned once verbally; the second time the student will be referred to the Associate Dean of Counseling and Career Services; the third time the student will be temporarily suspended from the class until due process has been provided as per the ECC Code of Student Content.

**Cell phones must be turned off or on vibrate during class. No talking on phones or texting during class unless an emergency. In this case, you must leave the class.**

### Emergency Closing

If the weather looks bad when you are ready to come to class, check to see if the college is closed. Television stations 5, 7, 9, 32 and radio station WGN 720 AM have information on school closings. The ECC website [www.elgin.edu](http://www.elgin.edu) will have a message at the top of the home page if the school is closed. You can also call ECC at 847-697-1000. If the school is closed, you will hear a message that says, "Elgin Community College is closed today." You can also sign up for the Emergency Alert System on [www.elgin.edu](http://www.elgin.edu).

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## **Required Text and other material**

- Loose-leaf paper or notebook
- Pencil, blue or black ink pen for collected assignments
- Colored pen for correcting assignments
- Highlighter
- Binder for notes with binder dividers

## **Catalog Description**

In the Welding Support Course, students will work on developing basic speaking, listening, reading, writing, and math skills to support their success in Welding 101, Welding 102, and Metallurgy courses.

## **Learning Outcomes**

- . Upon completion of this course, students will be able to:
  - Identify and explain the common types of welding and where welding is employed.
  - Identify, describe, and demonstrate health and safety in the workplace including rules, equipment, and reporting accidents.
  - Identify, explain, and use different metallurgical terms and testing methodologies.
  - Explain and use metallurgical diagrams to determine the content and characteristics of steel.
  - Identify, describe, and demonstrate basic work ethics (maintain consistent attendance, be in class in a timely manner, completing all assignments in a timely manner).
  - Identify, explain, and use basic welding vocabulary.
  - Identify, explain, and use basic reading skills to interpret texts, multi-step directions, and instructions (specific texts, safety policies).
  - Outline and employ effective study, reading, and time management skills.
  - Apply basic mathematical skills (addition, subtraction, multiplication, division, fractions, decimals) in the context of the work-related problems.
  - Demonstrate basic communication skills necessary for classroom/ workplace success such as following multi-step instructions, demonstrating understanding industry vocabulary, identifying key ideas and details in conversations, summarizing conversations, and using appropriate language, vocabulary, and customs in formal and informal work/ classroom situations.
  - Demonstrate basic interpersonal skills such as participating appropriately in social interactions, using collaborative skills in a group, and giving and asking for clarification.
  - Demonstrate problem-solving and critical thinking skills in class problems and projects.

## **In order to pass this class, students must:**

1. Maintain consistent attendance.
2. Complete all homework and other assignments in a timely manner.
3. Come to class prepared.
4. Maintain a 75% average on all homework, in-class assignments, and quizzes.



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Students must attend class and arrive on time. Full participation in the variety of classroom activities and required homework is expected. Energy, cooperation, and respect for fellow classmates and the instructor are expected. We must have a safe, professional, and friendly environment to succeed.

## **General ECC Policies:**

### **Students with Disabilities**

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. Accommodations must be reasonable and are specific to the disability and the course.

The laws in effect at college level are the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

#### **PROCEDURE FOR REQUESTING ACCOMMODATIONS:**

1. Submit documentation of disability to ADA Coordinator.
2. Documentation will be reviewed and student will be contacted, either to provide additional information or to come in for accommodation letter(s) for faculty.
3. Call 847-214-7220 ( TTY - 847-214-7392) or e-mail ADA Coordinator at [arhoades@elgin.edu](mailto:arhoades@elgin.edu) .

### **Academic Integrity**

Academic integrity is essential to intellectual growth; thus, honesty is expected in all student endeavors. Plagiarism, whether intentional or the result of careless inattention to documentation, will result in automatic failure of the assignment and could lead to an F for the course. Any form of cheating – on any assignments – will have the same consequence.

**Any changes to this syllabus will be announced during class. Changes may be made by the instructor at any time.**