The Indiana County Technology Center

Welding Technology

Post-Secondary

Student Handbook

of Policy & Procedure

2023-2024

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Monthly Planning Calendar

Mission Statement
The mission of the Indiana County Technology Center, an innovative regional career development and technology center, in partnership with our member districts and the community, is to provide all learners an environment that includes the integration of a challenging technical and academic education with an emphasis on the development of skills which provide the pathways to further education and employment in an ever-changing world.
Vision Statement
Advocate the critical role of career and technical education for quality education and workforce development.
Collaborate and partner with other educational/community stakeholders to provide enhanced postsecondary opportunities for student success.
Expand and develop quality adult education programs.
Increase student achievement through the integration of academic and occupational standards.
Integrate technology into the instructional practices and operations of the ICTC.
Utilize all sources of the school in an artful manner.

IMPORTANT INFORMATION

This Student Handbook supplements the policies and procedures of the ICTC as outlined in the Post-Secondary Course Catalog and Enrollment Agreement. General ICTC policy sets forth minimum expectations, rules and procedures. This Handbook discloses program-specific information. The policies herein may impose greater obligations, expectations or responsibilities on students enrolled in the Welding Program, but do not override or supersede any policy of the ICTC.

Students are required to read the Welding Technology Student Handbook in its entirety and familiarize themselves with the policies and procedures stated within it. Any questions regarding the contents of the handbook may be directed to the Adult Education Coordinator within the first week of class. Students are required to sign an acknowledgement that they have read and understood, clarified any questions regarding, and agree to abide by all policies and procedures of the Indiana County Technology Center as outlined in this handbook and in the ICTC Post-Secondary Course Catalog.

This Student Handbook of Policy and Procedure is periodically reviewed and subject to change without prior notification at the discretion of the ICTC in order to meet program objectives, enhance operating procedures and/or comply with regulatory changes. Students will be provided with updated policies as they become effective throughout the course of their program.

Welcome Statement

We would like to take this opportunity to welcome you to the Indiana County Technology Center (ICTC). The administration, faculty and staff of the ICTC are dedicated to assisting students in achieving academic and employment success in their chosen career field. We strive to provide a quality, supportive educational environment where students who actively participate in the learning process can maximize their individual excellence. The educational process does not take place in the classroom alone, but requires coordination of academic and administrative support services. Further, the ICTC is governed by a variety of federal and state statutes, standards and support processes that are designed to foster student success.

The ICTC, among other traits, values:

- ✓ **T*eamwork* –** working together, sharing information, and building on each other's strengths.
- ✓ **Service –** providing courteous, timely skills and feedback, with a commitment to follow through on student, faculty and staff needs.
- ✓ ***Integrity* –** conducting oneself with honor, trust, respect, and honesty.
- ✓ ***Commitment* –** giving 100% effort to achieve success toward common goals.

We hold the highest expectations of our students, and expect each individual to demonstrate these values and a commitment to their profession.

As you undertake the challenges of your education, you will find that the demands will be great, but the rewards will be even greater. For many of you, that seemingly distant goal of graduating will be upon you much sooner than you imagine today. Take every opportunity to enjoy the experience ahead of you. Building a network of colleagues and friends today can only enhance your experiences in the future.

This Student Handbook of Policy & Procedure will provide you with guidance as you move through your program. It is designed to provide you with program-specific policies and further define the rules and procedures of the ICTC as outlined in the ICTC Post-Secondary Course Catalog and Enrollment Agreement. The student should retain this Handbook, as well as the Course Catalog, for ongoing reference.

Program-Specific Affiliation/Licensures

The Welding Technology program at the Indiana County Technology Center is a diploma program, with a diploma issued to students upon verification of their completion of an accredited curriculum. The Welding program follows American Welding Society (AWS) Schools Excelling through National Skills Education (SENSE) curriculum guidelines for Entry-Level Welders. The ICTC's affiliation with AWS provides qualified students the opportunity to earn AWS SENSE Entry-Level Credentials and industry qualifications (not the same as certifications), including:

- AWS D1.1/D1.1M-2015 A5.10 SMAW 1G-4G Qualification
- AWS D1.1/D1.1M-2015 A5.18 GMAW 1G-4G Qualification
- AWS D1.1/D1.1M-2015 A5.20 FCAW 1G-4G Qualification

Upon graduation, qualified students will also ***have had the opportunity*** to earn the following industry credentials:

- OSHA "General Industry" Certification
- AWS D1.1/D1.1M-2015 A5.20 FCAW 3G Certification
- AWS D1.1/D1.1M-2015 A5.20 SMAW 1G Certification (optional)

Definition

A Welder is someone who is skilled in the fabrication process of joining metal by means of a weld. Welders play a key role in manufacturing across many industries.

Outcomes/Objectives

The Welding Technology curriculum is designed to provide quality education that will assist the student in acquiring, maintaining and improving competence in welding-related tasks. The ICTC's goal is to prepare entry-level welders who have excellent work ethic and professional values, as well as the necessary skills for a successful welding career.

The overarching objectives of the program are:

- ❖ To provide "real-life" exposure to the role of welding in many industries.
- ❖ To build a solid foundation of technical skills.
- ❖ To acquaint students with equipment essential to the profession.
- ❖ To equip students with the professional skills that make them a desirable job candidate.
- ❖ To make each graduate aware of possible fields of work and opportunities for advancement.

Students are provided the chance to advance their career through the AWS SENSE Entry-Level 1 program, a "learn to weld" program. In ICTC's state-of-the-art welding lab, students will gain hands-on experience, learning to weld, cut, braze and fabricate using SMAW (stick welding), GMAW (MIG welding), FCAW (Flux Core Arc Welding), GTAW (TIG welding), OFC (oxy-fuel cutting and brazing), PAC (Plasma Arc Cutting), and ACAC (Air Carbon Arc Cutting) techniques. Graduates will possess skills that are immediately transferrable to either a professional career as a welder or the role of a student at a community/technical college, university or other post-secondary institution.

Upon completion of the Welding Technology Diploma Program, graduates will:

1. have a solid foundation in safety, occupational orientation and fabrication;
2. be able to apply math and blueprint reading skills as necessary to perform welding functions;
3. have a basic-level knowledge of today's major welding and cutting processes, including Shielded Metal Arc, Gas Tungsten Arc, Flux Core Arc, and Gas Metal Arc Welding;
4. be able to set up and operate standard equipment in the welding industry, including oxy fuel torches and plasma cutters;
5. demonstrate the ability to execute a weld in all processes covered in the program;
6. be prepared to take an entry-level weld test as administered by a potential employer, and secure an entry-level position in the welding field.

Physical Demand

The welding profession is likely to demand long hours spent standing, much bending and twisting of the body, and long, often repetitive use of hands to handle tools and controls.

Employment Opportunities

The market for skilled welders is expanding, as welding is essential to many different industries, including manufacturing, construction, computers, electronics and automobile/aircraft production. Some examples of positions students who graduate from the program might occupy include:

GMAW Apprentice – Entry-Level	GTAW Apprentice – Entry-Level
SMAW Level 1	FCAW Level 1
Welding Engineer*	Welding Technician*
Welder Fitter Apprentice*	*Additional Education may be required.

ICTC Welding Technology Diploma Program Outline

FIRST TERM		HOURS
Introduction to AWS Sense		9
Welding Safety		30
Theory	27	
Lab	3	
Cutting and Brazing		45
Theory	5	
Lab	40	
SMAW I		66
Theory	20	
Lab	46	
GMAW I		58
Theory	18	
Lab	40	
Blue Print Reading I		26

TERM I 234
Theory 105
Lab 129

SECOND TERM		HOURS
FCAW I		64
Theory	18	
Lab	46	
Structural Welding I		35
Theory	12	
Lab	23	
SMAW II		63
Theory	18	
Lab	45	
FCAW II		45
Theory	8	
Lab	37	
Blue Print Reading II		36
Theory	32	
Lab	4	

TERM II 243
Theory 88
Lab 155

THIRD TERM		HOURS
GTAW I		63
Theory	18	
Lab	45	
Structural Welding II		21
Theory	6	
Lab	15	
SMAW III		38
Theory	7	
Lab	31	
GTAW II		70
Theory	16	
Lab	54	
Career Development		22
Theory	18	
Lab	4	
Blue Print Reading III		29
Theory	25	
Lab	4	

TERM III 243
Theory 90
Lab 153

Key:

- ❖ SMAW = Shielded Metal Arc Welding
- ❖ GMAW = Gas Metal Arc Welding
- ❖ FCAW = Flux Core Arc Welding
- ❖ GTAW = Gas Tungsten Arc Welding

Total Program Hours:
720

General Program Requirements

- Basic mathematics and English language skills
- Current copy of a non-prohibitive State Police Criminal Record Check (PATCH)
- Reliable transportation to and from all classroom, clinical and Externship requirements.

- A "C" grade (75%) or better in ALL courses.
- Successful completion of all competencies and weld tests with Welding Instructor's verifying signature within the current term to continue onto the next term.

Equipment

Each student attending the Welding Technology program is issued a student kit, which contains basic equipment used to perform welding tasks. The content of the student kit becomes the property of the student once issued.

The school maintains the right to substitute and/or delete items in the kit as determined necessary.

Student Responsibilities & Expectations of Conduct

Students are expected to take responsibility for their education. ICTC staff and instructors do their best to ensure that students have the assistance, information and resources needed to learn effectively. Students are expected to contribute towards this goal by taking responsibility for the following items and others that a reasonable individual would feel to be a student's responsibility.

- **Checking their ICTC email account regularly** – This is the school's official means of communication with the student. Instructors use the school's email to relay important information regarding class.

- **Submitting a current address, home and/or cell phone numbers, and email addresses to the Adult Education Office at the start of class and providing immediate notification of any changes to this information** – It is important that the ICTC is able to contact students as is necessary while they are enrolled in the program. Missing an important communication because the student did not provide updated contact information to the school will not be considered a justifiable excuse.

- **Notifying school of anticipated absenteeism when unavoidable and providing documentation** – The ICTC strongly recommends seeking to arrange make-up work ahead of time for planned absences and immediately following any unexpected absences. This is to ensure the student completes all program aspects and remains eligible for graduation.

- **Approaching instructors and ICTC staff with concerns and needs** – If a student has a question or concern about their grade or their program, he/she is encouraged to discuss such with the instructor in a professional manner as they arise, so they can be addressed in a timely manner. This is to maintain an open, comfortable environment and prevent any unneeded conflicts. The student should arrange a private meeting with the instructor outside of class time. If a student feels a course is not meeting their needs, this should be discussed with the instructor as early as possible in the term, and not at the end of the term when poor grades are imminent.

- **Maintaining a professional attitude & appearance** – Students are expected to have all necessary equipment and obey all rules of personal hygiene and safety while in school.

- **Securing transportation to and from the school, externship site, or class experiences** – Students are advised of the class schedule at the beginning of the program, and are expected to have a plan in place to attend all classes as scheduled. Absences due to a lack of transportation are typically not considered excused.

- **Participating in all learning experiences** – It is expected that each student will attend and actively participate in in all learning experiences designed to meet the objectives of the course(s) in which he/she is enrolled.

- **Reporting unsafe behavior** – If a fellow worker/student acts in an unethical, unsafe, or incompetent manner, it is the responsibility of each student to report this behavior to the instructor. If the individual acting in this manner is the instructor, his or her immediate supervisor should be notified.

It is expected that each student participating in the Welding Technology program will:

1. complete and submit an honest written evaluation of the course(s) in which they are enrolled when periodically requested.
2. engage in honest, open communication relevant to any factors which interfere with acceptable progress in their course of study with the student's instructor.
3. observe all rules and regulations relevant to the program.
4. participate in only those activities for which he/she has been prepared, thus minimizing the potential for physical harm to oneself or others.
5. respect the rights and professional standing of colleagues in their own or other professions.

Compliance with Expectations of Student Conduct

Expectations of conduct for the Welding student are dictated by those moral and personal qualities inherent in the professional role; e.g., honesty, responsibility, dependability, accountability and concern for others. Appropriate action, which may include probation or dismissal from the program, will be taken regarding conduct that:

- is brought to the attention of the instructor or ICTC Administration as being problematic to self or others.
- is noticeable and clearly indicates anti-social behavior, irresponsibility or destructiveness.
- directly reflects the program or profession in a negative manner.

Attendance

As stated in the ICTC Post-Secondary Course Catalog, regular attendance is extremely important. Students are **EXPECTED TO ATTEND ALL** scheduled classroom activities and learning experiences, as the Welding Technology program is BASED UPON CLOCK HOURS. Students are expected to be on time, and to remain in class for the full scheduled session. All absences, late arrivals and early leaves will be recorded as absent hours per the **ICTC Attendance Policy** and reported to the Adult Education Office (see the Post-Secondary Course Catalog for more information).

If an absence from class is unavoidable, the student is required to **call off to the Adult Education office at 724-349-6700 x131 at least one (1) hour prior to the start of the class day** to report their absence. Students should leave a message if no one answers. **DO NOT send text messages to your instructor or another student.** Even though a student has called off, the absent hours will be recorded per the ICTC Attendance Policy. Students may also be required by their instructor to notify them directly of an absence, and students should follow this direction. However, any communication other than that above will not be considered an official call off, and may result in the absence being inexcusable even if for an excusable reason.

IMPORTANT PROGRAM-SPECIFIC ATTENDANCE DEFINITIONS

The ICTC Attendance Policy refers to maximum allowable absent hours and Attendance Period, which are specific to each program. For the Welding Technology Program these definitions are as follows:

1. A student may not accumulate more than 36 unexcused* absent hours (5% of program hours) over the course of the Program. Cumulative absence tallies will be evaluated on a regular basis. Students with absent hours in excess of the allowance will be terminated effective the date on which the maximum absent hours was exceeded.
2. The Attendance Period is defined as the full night of class, which is 4.5 hours. Therefore, as outlined in the ICTC Attendance Policy, students who are more than thirty (30) minutes late to class will be marked as absent for 4.5 hours.

Please see the Post-Secondary Course Catalog for information on Excused Absences, which, if approved, may be permitted up to 3% in addition to the 36 Unexcused Absent hours.

Attendance is critical to the learning of concepts in all courses, and the student is responsible for completing all competencies as required by the curriculum. Each individual student is responsible for the material covered in class and assignments given in his/her absence. Attendance may be calculated as part of the final grade by the instructor. Students should schedule a meeting with their instructor to discuss absenteeism.

Each student is responsible for transportation to and from school. Students who car-pool together should be aware that missing class and/or clinic because a driver is unavailable is NOT an excusable absence. Backup transportation is the responsibility of each student.

Students should refer to the ICTC Post-Secondary Course Catalog for additional information on Attendance, Tardiness, Early Departures, etc.

Academic Progress

Academic progress of a student enrolled in the Welding Technology program is based upon academic achievement, and adherence to the policies and procedures of the Indiana County Technology Center. **To successfully move into the next term in good academic standing, all courses listed in a term of the Welding program must be passed <u>with a grade of "C" (75%) or better.</u>**

The Welding Technology Program consists of ten (10) months of coursework (720 classroom contact hours). Performance evaluation is done through oral discussion, written examination, hands-on experience, quizzes, student participation and teacher observation. Progression through the curriculum is based upon the completion of all required courses in each term. Graduation from the program is based upon satisfactory completion of the course objectives, scheduled hours and technical competencies.

The ICTC grading scale, which applies to Welding students, is as follows:

Grade	Percentage	
A	93 - 100	Superior Achievement
B+	89 - 92	Excellent Achievement
B	84 - 88	Above Average Achievement
C+	80 - 83	Average Achievement
C	75 - 79	Passing
D	70 - 74	Unsatisfactory Performance
F	0 - 69	Failure

Welding students will also be evaluated throughout the program based on Competencies. A Competency is a graded component, which evaluates the students' ability to demonstrate and/or perform the skills they learn in the classroom. Competency grading is based on a PASS/FAIL system. Prior to advancing to the next term, each student must pass all competencies taught during the current term. Failure to do so will result in academic probation. If a competency is failed, the student must meet that competency within the next term in order to remain in the program. In determining course grades, all competencies as well as numerical grades earned through quizzes, tests and required written assignments may be considered.

Please note: a student who fulfills all of the ICTC graduation requirements may find themselves ineligible for certain industry certifications or licensures if they do not meet the licensing agencies' requirements.

Remediation Process

At the end of each term, the Adult Education office will conduct a review of each student's academic performance including grades and attendance. Students will be notified if a determination is made that they are not meeting the standards. In such cases, eligible students will be placed on Academic Probation and/or subject to remediation.

Students will meet with the Adult Education Coordinator to review the Academic Probation and/or remediation plan. Terms of the plan will be outlined including any attendance or academic areas to improve performance and timeframe of the probation or remediation requirements. In addition, students are required to submit a letter outlining their plan to bring academic or attendance performance to satisfactory levels. Students will also meet with instructors to outline a plan for success. This could include completing failed competencies, tutoring sessions, additional practice and retesting.

During the academic probation and/or remediation period the Adult Education Coordinator will periodically touch base with the instructor and student to ensure progress is maintained. At the end of the period, the Adult Education Coordinator will meet with the student to determine if the plan was successful or unsuccessful.

Make-Up Work

The ability to make up any work administered/due on a date the student is absent from class is not guaranteed. In most cases, a student will be permitted to make up a theory exam missed due to an absence that has been excused by the Adult Education Office. When feasible, a student will typically also be permitted to make up other missed work if the absence was excused. Otherwise, it is at the sole discretion of the instructor if the student may make-up work and/or exams missed due to unexcused absences.
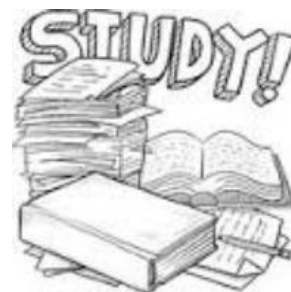
All make-up work must occur outside of regularly scheduled class time, and be completed within one (1) week of the absence, unless alternative arrangements have been made with the instructor and approved by administration. Students should understand that permission to make up missed work does not erase the absent hours from the student's attendance record.

Any assignments or exams not turned in or made up, if permitted, will be recorded as a zero (0%).

Policy on Professional Conduct & Safe Practice

The welding student will recognize the importance of appropriate professional conduct. Students are required to exhibit professional and appropriate behavior at all times. Pronounced and repeated unprofessional behavior during classroom instruction renders the student unsuitable for professional work. **Demonstration of unprofessional behavior at any time during enrollment may be cause for dismissal.**

Welding students must exhibit the following characteristics:
- Cooperation and honesty
- Respect and courtesy toward instructors, superiors, classmates and co-workers
- Responsibility and dependability -good class attendance
- Initiative and Enthusiasm
- Appropriate professional attitude
- Appropriate professional appearance – neat and clean grooming
- Appropriate conduct under stressful situations
- Ability to respond appropriately to constructive criticism
- Restraint from abusive behavior toward others

Welding students will be required to demonstrate safe practice at all times while enrolled in their program at the Indiana County Technology Center. Dismissal for unsafe practice may occur at any time during a student's enrollment. Dismissal is based on unsafe behavior demonstrated by the student as determined by the Program Instructor or Adult Education Coordinator.

Any of the following may be cause for immediate dismissal from the Indiana County Technology Center's Welding Technology Program:

- Insubordination, including willful negligence or refusal to perform tasks in the manner assigned.
- The use of alcoholic beverages or drugs while in class or lab, or reporting to class while under the influence of drugs or alcohol.
- Theft of school property/externship property, property of fellow students, or school/externship employees.
- Any act to damage or any abuse of school/externship property including careless or intentional damage.
- Failure to observe and adhere to established safety

procedures or any demonstration of unsafe behavior.

• Conduct which is considered improper, unprofessional,

offensive, insulting or inappropriate while in lab, class, or at a clinical site, including bullying

Any violation of the ICTC's Student Conduct Policy will result in immediate action from the ICTC administration. See the ICTC Post-Secondary Course Catalog for additional information.

Dress Code & Conduct for the Classroom

The following policy regarding dress and conduct will be adhered to by all students in the Welding Technology Program unless otherwise specified by the instructor.

• Students are <u>required</u> to dress in a manner that conforms to industry standards. **Students are not permitted to wear jewelry of any kind while working in the shop**. Students should always be conscious of wearing clothing that will result in safety hazards. Enrollment in the program signifies their willingness to comply with all program requirements, including dress code.
• If improper dress is worn to class (i.e. shorts, sneakers, etc.), the student will be asked to leave class until they remedy the situation. Any missed hours will be marked as unexcused absent hours.
• All electronic devices (cell phones, iPods, etc.) must be turned off while students are in class. If there is an emergency, a message will be delivered to the student. Failure to comply with this regulation may result in disciplinary action, including but not limited to confiscation of the device or removal from class for the day. Any missed hours will be marked as unexcused absent hours.
• Food is permitted at the instructor's discretion. Drinks must be in a covered container.
• There is to be no improper fraternization between Adult Welding students and ICTC faculty/staff/secondary students on school property or during class hours.

Students violating classroom policy will be counseled and, depending upon the violation, not permitted to participate in the activity for that class until the offense is remedied**.** Inappropriate clothing or shoes will result in the student being sent home, and missed time will be recorded as an unexcused absence. Repeated instances prompting counseling may result in disciplinary action.

Dismissal Policy

Herein is outlined dismissal guidelines that inform students of their responsibilities, rights and requirements concerning academic performance, fieldwork, education and professional behaviors. Dismissal from the Welding Technology program may result at any time during the academic calendar under the following circumstances:

• Poor attendance
• Poor academic performance
• Unsafe clinical practice

• Academic/professional dishonesty (including cheating and plagiarism)
• Unprofessional behavior

Students should refer to the ICTC Post-Secondary Course Catalog for additional information.
A student who has been dismissed from the Welding Technology program may be considered for readmission, depending upon the reason for dismissal. The student must apply for readmission according to ICTC policy.

Note: Students should refer to the Student Complaint Procedure as outlined in the ICTC Post-Secondary Course Catalog for information regarding addressing any concerns about a dismissal.

<u>**Dismissal for Poor Attendance**</u>
In accordance with the ICTC Attendance Policy, students with cumulative absences exceeding five percent (5%) of total program hours (36 hours) will be terminated effective the date on which the permissible number of absent hours is exceeded. This absence tally does not include Excused Absences UNLESS the student has exceeded the three percent (3%) of total program hours (22 hours) maximum for Excused Absences.

Students who feel their attendance is not correctly recorded may provide documentation of such, which will be reviewed by the Adult Education Coordinator with the program instructor(s) who will make a determination if the student's record should be adjusted.

Absent hour maximums for transfer students are calculated at 5% of hours scheduled to be complete at the ICTC.

Dismissal for Poor Academic Performance
In accordance with the Welding Technology Academic Progress Policy, students may be dismissed from the program after earning a grade of less than a "C" in any Welding-related course for two consecutive terms. Students must also successfully complete all competencies within each term.

Students earning a grade of "F" in any course will be terminated without the option for probation, except in the case of documented extenuating circumstances. Satisfactory Academic Progress and Probation is discussed in detail in the appropriate sections of the Post-Secondary Course Catalog.

Dismissal for Unsafe Practice
Dismissal for unsafe practice may occur at any time during the student's program. Dismissal is based on unsafe behavior demonstrated by the student as determined by the instructor(s) of the program.

Dismissal is based upon:

- one potentially life-threatening incident; or
- one incident contributing to the injury or death of another; or
- two or more incidents of unsafe practice identified at any time during the length or enrollment in the program, or
- failure to maintain control of health disorders or practice health maintenance; or
- failure to protect self, peers, staff, faculty and the community at large from actual health hazards; or
- failure to adhere to ICTC policy that impacts on safety, which includes but is not limited to the Student Conduct Policy and Drug and Alcohol Free Facility policy, as outlined in this Handbook and in the ICTC Post-Secondary Course Catalog.

For safety purposes, it is strongly recommended that students report all health disorders or pregnancies to the Adult Education Coordinator and/or their instructor in writing.

Dismissal for Unprofessional Behavior
Dismissal for unprofessional behavior may occur at any time during the academic term. Dismissal is based on unprofessional behavior demonstrated by the student as determined by the instructor or other ICTC staff.

The following listing provides examples of behaviors, which may be considered as a basis for dismissal:

1. **Regulatory:**
   Example: the student's failure to practice within the guidelines of the Policies & Procedures of the Indiana County Technology Center

2. **Accountability:**
   Examples include, but are not limited to, the student's:
   a. failure to adequately prepare for learning experiences;
   b. failure to report unsafe or incompetent practice of peers or others to the instructor;
   c. failure to practice within the limitations of the student's role;
   d. failure to accept responsibility for own behavior;
   e. failure to seek appropriate guidelines from the instructor/supervisor;
   f. respect for worth and dignity of faculty and peers;
   g. offensive or insulting behavior, including offensive language;
   h. academic or professional dishonesty.

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