Welding I

**Instructor:** Ms. Rivera

**Phone:** 512-281-9710

Class Periods: 1st and 2nd (Blocked), 3rd and 4th (Blocked), 7th and 8th (Blocked)

**Conference**:  5th Period

**Email:** [brittany.rivera@elginisd.net](mailto:brittany.rivera@elginisd.net)

In order to help make this semester as productive as possible, I have compiled this packet for each of you to review with your parents/guardians.  Included you will find the class syllabus with my contact information, general information, a supply list, and the class rules and expectations.

\*\*\**Please* read, then sign (both student and parent/guardian), and return the last page only of this packet by THIS Friday.  Keep the other pages in the back of your journal for reference during the semester and on the final exam.

**Classroom materials needed:**

1. Fully charged Chromebook
2. Pens &/or Pencils EVERYDAY (I do NOT lend these out)
3. Composition book OR a Spiral.  *Have them in class EVERYDAY!!  (or leave in crate)*

(It is mandatory for each student to maintain a Class Notebook. This composition book/journal will contain all class notes, handouts, graded materials, etc. Keeping a tidy and well organized class notebook is essential to your overall success and grade in the course as it will be checked often. Failure to maintain your will result in course failure. Students will be instructed on how to set these class notebooks up and how it will be graded.)

**Behavioral Consequences:**

The guidelines in the Elgin High School Discipline Management Plan will be followed and enforced in this class.

**Tardies:**

Once the tardy bell rings, the door is closed and locked.  Each tardy, each period is logged in the system and on the fourth tardy an after school detention is given.  The consequences increase with each 4. (Saturday school, ISS, etc.)

**Cheating:**

Cheating involves copying the work of another person.  Even if I allow you to work with a partner, you need to do your own work.  You must not copy the work of another or allow another to copy your work. Therefore, the consequences for cheating/academic dishonesty are as follows:

* 1. The student will receive a grade of “0” for that particular assignment or test.  If this is a student’s first occurrence of cheating, the student will have an opportunity to make up the assignment or test with a maximum possible score of 70.  The assignment or test must be made up by the time designated by the teacher.
  2. Parents will be contacted by the teacher.
  3. The student will receive a Level 2 referral.https://lh3.googleusercontent.com/9fExW9444K02WXjwefywKWpun-IrzbxZ5BYADkEVs0MvoHB093SeJaGvRBH2te_ECPyjmWYoxfd9s3fyo_HoMgrC49YPvqT_ziDHb4Iymos_IrOkfgONVCbIfZ0pyI_kd6uugdkot86vKWSbyw
  4. Any subsequent incidents of cheating regardless of instructor/class, during the school year, a grade of “0” will be assigned and there will be no opportunity for making up the assignment or test.
  5. Academic dishonesty may impact student admittance or participation in extracurricular activities such as National Honor Society.

**Make up and Late work:**

If you miss class for whatever reason you must make up the work you miss.  It is ***your*** responsibility to see me and get any missed assignments and information.  (Failure to complete assignments is a level one offense.) Also, if you’ve missed a day and I have passed back a graded work, you will find these papers in the folder on the bookshelf marked “Ms. Rivera’ returned papers”.***Student work is accepted late for 10 points off per day, up to 5 days.***

**Leaving Class:**

No student may leave class during the first or last 10 minutes of class.  You need to take care of all outside business before class begins. I will allow you to use the bathroom ONLY if you have all your supplies and you have good timing.

**Course Objective:** To provide students with an opportunity to learn and apply skills relating to various agricultural mechanics fields

**Course Descriptions:** Per TEKS: §130.22. (Metal Technologies)

1. General requirements. This course is recommended for students in Grades 11-12 who have completed Welding I.
2. Advanced Welding builds on knowledge and skills developed in Welding I. Students will develop advanced welding concepts and skills as they relate to personal and career development. This course integrates academic and technical knowledge and skills. Students will have opportunities to reinforce, apply, and transfer knowledge and skills to a variety of settings and problems.

**Course Expectations:** Students are expected to actively participate in the learning process both in and out of the classroom. Knowledge gained in the classroom will be mastered before students will have an opportunity to apply that knowledge in the shop setting.

**Grading:**  The grading scale below will be used in this class.  The assignments listed are there to give you an idea of the types of things that will constitute a test grade versus a daily grade.  There may be other graded assignments in this class that are not listed below.

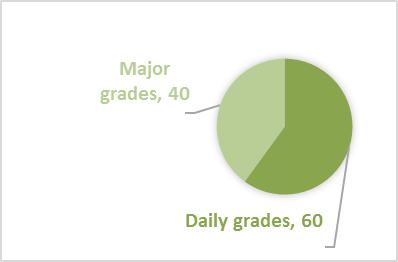
**Test Grades= 40%:**

Tests, Reports, projects

**Daily Grades= 60%:**

Book work, quizzes, in-class projects, record book

**Final: Your final will be comprehensive (from the whole year).  Keep all papers, tests, and work to help in preparation for the final.**



**Classroom Rules:**

* From the Elgin ISD Student Handbook:
  + *“Classroom cell phone rules and procedures:   All student cell phones must be put away at the beginning class. Students refusing to follow classroom procedures will receive a referral for insubordination and face consequences by the administrative staff.*
  + *1st Offense - Student will receive a reminder of classroom rules.*
  + *2nd Offense - Student referral for insubordination.*
  + *3rd Offense - AP will be called for removal of phone and may face additional consequences.”*
* Treat everyone & everything with respect. (Which means when someone is talking – you listen!)
* Come to class organized & prepared to learn with all your supplies.
* Raise your hand to ask permission before speaking, getting out of your chair, or leaving the classroom.
* My desk & counter, the computer, video equipment, cabinets, thermostat, floral cooler, and closet is off limits for students.
* Before you leave the classroom: pick up after yourself, clean up your area, and push in your chair.
* Obey all school rules.

**Guidelines for Success:**

* Be in class every day.  If you are absent ***you*** are responsible to find out what information and assignments you missed.
* ALWAYS TRY!
* Be on time to class.  When the tardy bell rings you should be in your seat, with your supplies ready to learn.
* Do your best.
* Cooperate with others.
* Be aware of all school policies.  (they will be followed and enforced)
* Talk to me if you need anything.  I teach for you and want you to get the best out of this class.  Let me know how I can help you.

**Topic Overview:**

|  |  |
| --- | --- |
| Intro to the class | Shop Safety |
| Oxy-fuel welding and cutting | SMAW “Stick” Welding |
| GMAW/GTAW “MIG/TIG”Welding | Agriculture Construction – Fencing/Pens |
| Welding Plans and Symbols | Communication Skills |
| Employability Characteristics | Large and Small Power Tools Use |
| Leadership and Character Training | Measurement |

**FFA**

*Enrollment in this course gives students the opportunity to become an active member of the Elgin FFA.  It is highly encouraged that students take advantage of this membership in a premier leadership organization.  Information about Elgin FFA will be presented in class on multiple occasions.*

**Personal Protective Equipment (PPE) and Safety Guidelines**

**Long Pants**

Preferably denim jeans with no holes or frays. Pants cannot be made of synthetic fabrics such as polyester, nylon or spandex. These materials are very flammable and will melt to the skin if they become too hot. Pants must fit appropriately and sit at the waist; loose or baggy pants can be very dangerous around the machinery and tools we use in the lab each day. You provide these.

**Long Sleeve Shirt**

Your shirt needs to be made of cotton.  Synthetic fabrics (Yes, this includes Under Armor) can be dangerous and should not be worn in the lab. Sleeves must be full length when welding. Shirt tails that are too long must remain tucked in at all times. You provide your own shirt(s).

**Close-Toed Shoes**

Any and all shoes worn in the Ag. Mech/Welding shop must be closed toed to avoid injuries to the feet. Preferably you should wear a leather work boot or work shoe with a rubber sole. A steel or safety toe is not required but is recommended. Flip flops, Crocs, or sandals of any kind are forbidden in the lab. Tennis Shoes are permissible if they are in good condition, but will become dirty/burned while working in the lab (i.e. don’t bring your brand new Nike’s up here). You provide your own footwear.

**Gloves**

Appropriate gloves must be worn while welding to protect the hands from being burned. Leather gauntlet-style welding gloves are the ONLY gloves appropriate for welding. Other “multi-purpose” gloves may be used to protect the hands while performing other activities in the shop, but are not to be used while welding. Welding gloves will be provided by the school.

**Safety Glasses**

OSHA approved Z87 safety glasses with side shields ABSOLUTELY MUST BE WORN at all times while in the lab. There is no exception to this rule. If you already wear glasses, then you must wear modified safety glasses over your regular eye glasses. **The school will supply each student with only one pair of safety glasses. If those safety glasses are lost or broken, it is the responsibility of the student to replace them.** You are more than welcome to purchase your own safety glasses to ensure proper fit and comfort if you wish, but they must meet OSHA Z87 standards. Safety glasses lenses are to be clear, not shaded.

\*If any other personal protective equipment is needed, it will be provided by the school. This might include but is not limited to ear plugs, face shields, head wear, leather aprons, masks, and cutting glasses or goggles.

**Lab Expectations & Grading Policy**  
  
All students **WILL** dress appropriately for working in the Ag. Mechanics Shop. The above mentioned PPE and safety guidelines provide clear expectations for safety wear while in the shop. In addition to this, students will also be expected to abide by the following rules:

* + All long hair must be kept up, out of the face and in a ponytail
  + Jewelry is not allowed to be worn in the shop (this includes but is not limited to: rings, necklaces, bracelets, large hoop earrings and facial piercings)
  + Hats or ball caps are acceptable in the shop as long as you are not welding or grinding. In those cases, the hat is to be removed and appropriate face/head protection must be worn. Hats are prohibited in the classroom.
* Food items are not allowed in the lab area unless permission is given by the instructor. Drinks however; will be permissible given that the student places the empty cup/bottle in a trash can and trash is not left around the shop. This is a privilege that can easily be taken away.
* Before going into the shop to work, students will be required to take a safety test. Only those students who score 100% on the safety test will be allowed to work in the shop. Students will have multiple opportunities to achieve a score of 100% if needed.
* Violations of safety rules/procedures will not be tolerated. Safety violations may result in temporary or permanent removal from working in the Ag. Mechanics shop and may be regarded as a discipline issue to be handled by the EISD administration.
* A safe productive work environment is the responsibility of everyone in the Ag. Mechanics/Welding shop. If you follow the rules and obey safety procedures, you are protecting everyone in the class and ensuring a productive class period.
* It will be the responsibility of everyone to help clean up and keep the Ag. Mechanics/Welding shop in order. Even if you are not the one responsible for the mess, you are still expected to help clean it up. A clean shop is a safe, productive shop.
* Students are expected to work the ENTIRE class period. If a student completes a project/assignment before the end of the period, he/she will be responsible for cleaning the shop/equipment, picking up tools, assisting with another student if needed. **No one** is to return to the classroom early.

Grades will be assigned and assessed on an individualized basis. Each student will be assigned a grade based on their work ethic, attitude, safe work practices, productivity, and ability to master certain skills. Grades will not be blanketed across the class based solely on minimal participation.

**Safe Conduct and Dress**  
I Agree To:

1. Inform my teacher of any allergies or handicaps before entering the lab
2. Wear approved safety glasses and other appropriate PPE at all times when working in the Ag. Mech/Welding shop, without exception
3. Wear prescribed protective clothing including: a long sleeved cotton shirt, denim jeans without holes or frays, and close-toed shoes
4. Never wear long neckties, loose sleeves, or other baggy clothing while in the Ag. Mech/Welding shop
5. Practice general cleanliness and orderliness at all times
6. Not loiter in the shop
7. Not throw objects in the shop
8. Avoid “horseplay” at all times in the shop
9. No use tobacco in the shop or spit on the floors EVER
10. Report ALL accidents including minor cuts, scratches, splinters and burns to the teacher promptly
11. Treat all facilities and equipment with respect and care at all times
12. Help maintain a safe working environment by cleaning up, sweeping, and storing tools/materials in the appropriate place each and every day
13. Keep cell phones and any other electronic devices put away in designated areas during class/work time, and I will not access these devices until permission is granted by the teacher
14. Stay out of the locker room/bathroom during class unless permission is granted by the teacher

**Safe Machine Use**

I Agree To:

1. Never operate equipment unless specifically authorized
2. Never operate a machine unless all of the guards are in place
3. Use all tools/equipment for the purpose intended and in the approved manner as instructed by the teacher
4. Stand to the side of grinding wheels, buffers, and blades while the machine is gaining speed
5. Remove keys from chucks when adjustments are complete
6. Appropriately fasten all work securely before drilling, milling, grinding, sanding, and other such operations
7. Avoid talking to or otherwise distracting classmates using the machines or doing hazardous activities
8. Not leave machines unattended, nor repair, oil, clean, or adjust them while they are running
9. Not force machines beyond the capacity for which they were designed
10. Report to the teacher all electrical equipment that is not properly grounded or otherwise safe to operate
11. Report to the teacher all tools and machinery in need of repair
12. Immediately report any and all hazards or safety violations I observe to the instructor

**Safe Materials Handling**

I Agree To:

1. Obtain the teachers permission and read the label before using any lubricants, paint thinners, compressed gases or other chemicals
2. Handle, use, and store all compressed gases and chemicals properly
3. Not use gasoline as a cleaner or solvent, and to handle all fuels as instructed by the teacher
4. Not handle or attempt to use any electrical equipment that is not properly grounded or is otherwise unsafe to use
5. Lift or move heavy objects in the approved manner only

I have read the above rules and have discussed them with my teacher.  I realize they are not only for my protection, but for the protection of those around me.  I will do all I can to see that they are enforced.  I will observe all precautions given by my instructor or others assigned to supervise my participation in school and school-related activities.  Failure to do so will result in removal from the lab and possible discipline by the EISD administration.



Ms. Rivera’s Class:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ period:  \_\_\_\_\_\_\_

By signing below I am verifying that I have read and understand the information contained in this information packet.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students’ printed name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                  \_\_\_\_\_\_\_\_\_\_\_\_

Students’ signature       Date

**Parents:** Thank you for taking the time to read this course syllabus.  If you have any questions or concerns please call me. (Contact info is on the syllabus page).

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Parent/guardian printed name     Phone # and/or e-mail

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Parent/guardian signature     Date