Course Syllabus
for
ABDR 1307
Auto Body Welding

Class room T-190
Friday
Lab T-190
8:00am – 1:00pm
INSTRUCTOR: Stephanie Dibble
OFFICE: T149
TELEPHONE: 972 860 7252
Fax: 972 860 8393
EMAIL StephanieGraham@dcccd.edu
Office hours: MWF 7:30am – 8:00am MW 12:00pm – 12:30pm TR 4:30pm – 5:30pm F 1:00pm-1:30pm

COURSE DESCRIPTION (5)
This is a WECM course number.
Prerequisite: NONE, Topics address recently identified current events skills knowledge and or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This is a basic welding course designed to provide basic skills in electric and gas welding for the auto body repairer or hobbyist. Emphasis on arc mig and gas welding (2 LEC-3 LAB)

REQUIRED TEXT AND LAB KIT


Lab kit: For welding students are not required to supply their equipment but are recommended to buy their own welding helmets and gloves.

School ID is required

Major tools are furnished by the program and checked out of the tool room as necessary

This syllabus is subject to change for the benefit of the educational process for the students.

SAFETY IS A MAJOR PART OF THIS PROGRAM. SAFETY GLASSES MUST BE WORN AT ALL TIMES IN LABS. Students that do not comply will be asked to leave the shop. Safety is a part of your daily grade.

All Students must assist in cleaning the shop for safety reasons to prevent falls and accidents. Roll will be taken only after the shop is cleaned.
Shop Attire
For the safety of all students we ask that students not wear loose, frayed, or baggy clothing. If pants are too loose please wear a belt. Baggy clothing can be caught in grinders and buffers. Frayed clothing can be easily caught on fire.

INTELLECTUAL COMPETENCIES:
<table>
<thead>
<tr>
<th>Scans Workplace Competencies</th>
<th>Scans Foundations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1a) (1c) (1d)</td>
<td>(6a) (6b) (6c) (6d) (6e)</td>
</tr>
<tr>
<td>(2a) (2b) (2c) (2d) (2e) (2f)</td>
<td>(7a) (7b) (7c) (7d) (7e)</td>
</tr>
<tr>
<td>(3a) (3b) (3c) (3d)</td>
<td>(8a) (8b) (8c) (8d) (8e)</td>
</tr>
<tr>
<td>(4a) (4b) (4c) (4d)</td>
<td></td>
</tr>
<tr>
<td>(5a) (5b) (5c)</td>
<td></td>
</tr>
</tbody>
</table>


EDUCATIONAL OBJECTIVES:
Upon successful completion of this course, the student will:
This is a basic welding course designed to provide basic skills in electric and gas welding for the auto body repairer or hobbyist. Emphasis on arc mig and gas welding

Student Learning Outcomes (SLO's):
Students are expected to be able to pass the I-CAR welding test at the end of this course.

NATEF TASK LIST

E. Metal Welding and Cutting
1. Identify weldable and non-weldable materials used in collision repair. HP-I
2. Weld and cut high-strength steel and other steels using manufacturer’s specifications/procedures. HP-I
3. Weld and cut aluminum using manufacturer’s specifications/procedures. HP-G
4. Determine the correct welder type, electrode, wire type, diameter, and gas to be used in a specific welding situation. HP-I
5. Set up and adjust the GMAW (MIG) welder to "tune" for proper electrode stickout, voltage, polarity, flow rate, and wire-feed speed required for the material being welded. HP-I
6. Store, handle, and install high-pressure gas cylinders. HP-I
7. Determine work clamp (ground) location and attach. HP-I
8. Use the proper angle of the gun to the joint and direction of gun travel for the type of weld being made in the flat, horizontal, vertical, and overhead positions. HP-I
9. Protect adjacent panels, glass, vehicle interior, etc. from welding and cutting operations. HP-I
10. Protect computers and other electronic control modules during welding procedures according to manufacturer’s specifications.

11. Clean and prepare the metal to be welded, assure good metal fit-up, apply weld-through primer if necessary, and clamp as required.

12. Determine the joint type (butt weld with backing, lap, etc.) for weld being made according to manufacturer’s/industry specifications.

13. Determine the type of weld (continuous, butt weld with backing, plug, etc.) for each specific welding operation according to manufacturer’s/industry specifications.

14. Perform the following welds: continuous, stitch, tack, plug, butt weld with and without backing, and lap joints.

15. Perform visual and destructive tests on each weld type.

16. Identify the causes of various welding defects; make necessary adjustments.

17. Identify cause of contact tip burn-back and failure of wire to feed; make necessary adjustments.

18. Identify cutting process for different materials and locations in accordance with manufacturer’s procedures; perform cutting operation.

**ACADEMIC CALENDAR:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19 (M)</td>
<td>MLK Day Holiday</td>
</tr>
<tr>
<td>January 20 (T)</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>February 2 (M)</td>
<td>12th Class Day</td>
</tr>
<tr>
<td>February 19 (R)</td>
<td>Conference Day- day and evening classes will not meet</td>
</tr>
<tr>
<td>February 20 (F)</td>
<td>Professional Development Day- Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet.</td>
</tr>
<tr>
<td>February 23 (M)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>March 9-13 (M-F)</td>
<td>Spring Break- College buildings &amp; offices will be closed</td>
</tr>
<tr>
<td>March 16 (M)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 3 (F)</td>
<td>Holiday</td>
</tr>
<tr>
<td>April 6 (M)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 16 (R)</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>May 11 – 14 (M-R)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 14 (R)</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>May 18 (M)</td>
<td>Last Day for faculty to submit grades electronically</td>
</tr>
</tbody>
</table>

**Class Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>Go over Syllabus and Safety. Start Oxy Fuel welding</td>
</tr>
<tr>
<td>January 30</td>
<td>Oxy Fuel</td>
</tr>
<tr>
<td>February 6</td>
<td>MIG (Metal Inert Gas) 1/8&quot;or thicker</td>
</tr>
<tr>
<td>February 13</td>
<td>MIG 16g Flat</td>
</tr>
<tr>
<td>February 20</td>
<td>No Class</td>
</tr>
<tr>
<td>February 27</td>
<td>MIG 18g Flat</td>
</tr>
</tbody>
</table>
March 6    MIG 16g Vertical
March 13   No Class
March 20   MIG 18g Vertical
March 27   MIG 16g Overhead
April 3    No Class
April 5    MIG 18g Overhead
April 17   TIG (Tungsten Inert Gas), MIG Spool Gun
          Cutting Oxy Acetylene & Plasma Torch
April 24   MIG Make up/Practice
May 1      I-CAR Final Vertical
May 8      I-CAR Final Overhead

WRITING EXPECTATIONS: In completing homework assignments, you must write out the question in a complete legible sentence. The answer must also be written in a complete legible sentence. No abbreviations or short word

FINANCIAL AID STUDENTS:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account. Students who fail to attend or participate after the drop date are also subject to this policy.

PLAGIARISM:
Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one's own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted. Alexander Lindey, Plagiarism and Originality, 1952.

ACADEMIC HONESTY:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general
notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the Internet at http://dcccd.edu.

ASSIGNMENTS: Each student will be charged with having to locate a disposable fender which he or she will use to learn all skills necessary for refinishing. Written assignments will be handed out during lectures. (MANDATORY: Each student must successfully complete the sp2 training before being allowed to work in the Auto Body labs.)

ATTENDANCE POLICY: You are expected to attend all classes and are fully responsible for your attendance. If at any time you wish to withdraw from this course and receive a grade of "W" you must initiate that action yourself by going in person to Admissions and filling out the necessary form. Instructors cannot and will not withdraw a student from any class. The last day to withdraw from any class and receive a grade of “W” is April 16, 2015. If you do not withdraw by this date you will receive a performance grade based on criteria contained in this syllabus. If you show up late for class it is half of you attendance grade. If you leave early it is half you attendance grade. If you arrive late and leave early you are considered absent. If you come into class for role and leave you are absent.

EVALUATION: The student is responsible for the quality of performance. Each student will be evaluated upon the basis of participation and performance, and be awarded a grade accordingly. Roll may be taken anytime during class. If a student is not present during roll call he or she must notify the instructor before that class session is over so the attendance sheet is corrected accordingly. If a student is late that is 50% of his attendance for the day. If a student is leaves early that is 50% of his attendance for the day. If a student comes in late and leaves early the student will receive a 0 for his attendance for the day.

COURSE GRADE: Grading System:

| 100-90  | A  |
| 89-80  | B  |
| 79-70  | C  |
| 69-60  | D  |
| 59-0   | F  |

TEST COVERAGE: All test, quizzes and assignments issued will hold the same point value of 100 points each.

Attendance= 20% of final grade
Lab exercises = 50% of final grade
Quizzes = 10% of final grade
Exam = 20% of final grade

There is a Safety Grade that counts as an Exam grade at the end on the semester. Every student will start the semester with 100 points. The first time a student violates safety they will receive a warning and for every time after will have one point deducted from their Safety Grade. Examples of Safety Violations are: Not wearing safety glasses, not cleaning the shop, ruff housing in the shop, and misuse of chemicals and tools.

EMERGENCY/INCLEMENT WEATHER PROCEDURE:
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

REPEATABILITY ISSUE:
Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For complete information and updates, go to: http://www.dcccd.edu/ThirdCourseAttempt/.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

RELIGIOUS HOLIDAYS/OBSERVANCES:
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

ADA SERVICES:
Students requiring accommodations due to the presence of a disability must identify themselves thirty days before the semester begins and demonstrate/document the need for accommodation at the Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact the DSO at 972-860-8348. http://www.eastfieldcollege.edu/SSI/DSO/

INCOMPLETES: Grade I (Incomplete)
An incomplete will not be granted automatically and will only be granted under the severest of circumstances. Be realistic about your schedule. If you cannot handle the workload, adjust your schedule to what you are able to manage.

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER:
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/.

CLASSROOM ENVIRONMENT: Student’s bringing either cell phones or pagers into class must have them either turned off during lecture and lab, or set to vibrate. If it is critical that you must respond to page or phone call, you must leave the classroom to do so. A pay phone is available in the lobby. Students should bring appropriate supplies to class each day. Do not expect to borrow supplies from other students or staff. Each student is expected to do his or her own work.

PRINTING ON CAMPUS: There is no cost for students who are currently enrolled in the Digital Imaging Department. Printing in the Computer Lab (L-108), Library, and Learning Assistance Center will cost 5 cents a page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

HAZARDOUS MATERIALS: All students in this class have the right to know that they may be working with, or in the presence of hazardous materials. A list of specific properties of each is kept in the tool room. The instructor will deliver an orientation on the safe use and disposal of hazardous materials and waste. Students are advised to consult the instructor before using, mixing, or disposing of any chemicals or materials with which they are not familiar. Students will be trained and tested on the safe handling of these
materials. Each student is required to complete the sp2 training located at http://www.sp2.org/. The student will be issued a pass word by the instructor. (MANDATORY: Each student must successfully complete the sp2 training before being allowed to work in the Auto Body labs.)

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

SEXUAL HARASSMENT:
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

This syllabus is subject to change for the benefit of the educational process for the students.