

**University of Arkansas at Monticello**

**College of Technology McGehee**

**Welding Assessment Report**

**2011-2012**

**1. What are the Student Learning Outcomes (SLO) for the Welding Technology Unit? How do you inform the public and other stakeholders (students, potential students, and the community) about your SLO's?**

The Student Learning Outcomes for a Welding Technology Technical Certificate are as follows:

1. Demonstrate skills in gas welding
2. Demonstrate skills in arc welding
3. Demonstrate skills in shielded metal arc welding
4. Demonstrate skills in gas metal arc welding
5. Demonstrate skills in gas tungsten arc welding
6. Demonstrate skills in pipe welding

These outcomes and additional program information can be found at the following website: <http://www.uamont.edu/mcgehee/weldingtechnology.htm>. They are also listed on the Welding Technology informational brochure, as well as distributed on all course syllabi. (See **Appendix A** for Welding Technology brochure and **Appendix B** for syllabi).

**2. Describe how your unit's Student Learning Outcomes fit into the mission of the University?**

Student Learning Outcomes 1, 2, 3, 4, 5, & 6 address aspects of UAM's mission that "...enable students to combine knowledge and technology with intelligence and responsibility,..." These SLOs focus on teaching students to be proficient welders. These SLOs teach students how to effectively learn and utilize gas welding, arc welding, gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), shielded metal arc welding (SMAW), pipe welding techniques, and how to apply that knowledge. Phrases such as "...seeks to enhance and share knowledge" and "enable students to synthesize knowledge, use knowledge and technology with intelligence and responsibility, and act creatively within their own and other cultures" stress the importance of sharing and communicating the knowledge learned. To stress these SLOs, students are encouraged to work and share their skills. They are also urged to practice good communication skills which are continually stressed, and the students share their knowledge via presentation of projects completed. (See **Appendix C**)

**3. Provide an analysis of the student learning data from your unit. How is this data used as evidence of learning?**

The students' performance in the Welding Program uses the classroom setting to measure student comprehension and learning and is measured in a variety of ways that include the following: exam scores, homework scores, quizzes, projects to demonstrate competence in topics covered in class, and student attendance and participation in class. The students' performance in the shop is assessed at the beginning of the semester and reassessed at the end of the semester utilizing actual hands on application. **Appendix D** depicts actual student welds.

**Appendix C** depicts a trailer that was constructed by the welding department whereas the students were afforded the opportunity to apply their knowledge gained in the classroom to a real world event. The students drew the blue print, cut all of the metal to precision cuts, and welded all pieces to build the

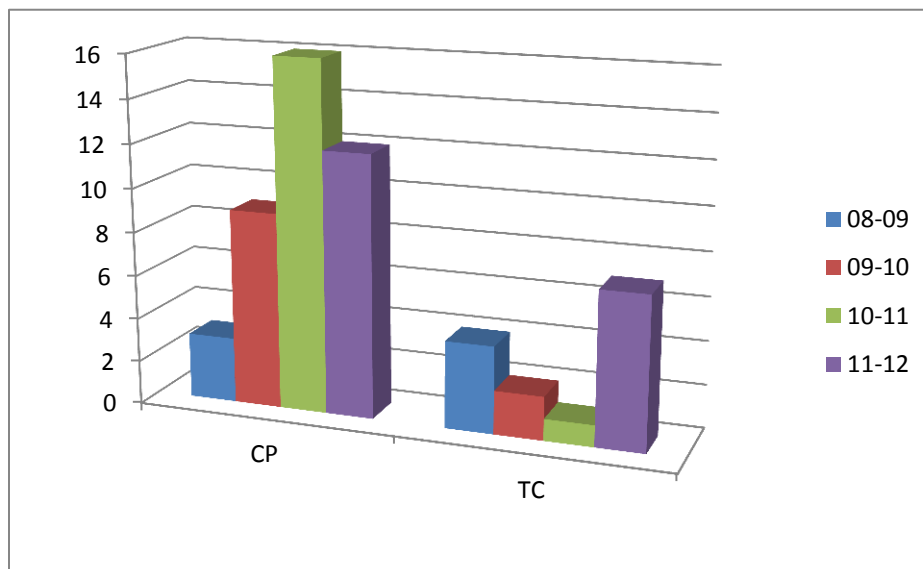
trailer. This trailer was donated by the Welding Department to the McGehee Industrial Foundation as a bid item for its annual fundraiser auction.

Data from the UAM - CTM Welding Technology Program is displayed on the University's Gainful Employment Report. The information from this report is listed below and is also an indicator of student learning, as completion of the program indicates that students have successfully completed the requirements of the program. The job placement rate also indicates learning, as successful completion of the program increases the likelihood of obtaining employment in the welding industry.

For School Year	# of Students Graduating	# of Students Completing On-Time	On-Time Graduation Rate	# of Students Employed in Related Field	Job Placement Rate
2009-2010	2	1	50%	1	50%
2010-2011	1	1	100%	1	100%
2011-2012	7			Not reported at this time	Not reported at this time

Data from the UAM - CTM Welding Technology Program is displayed on the University's Viability Report. The information from this report is listed below and is also an indicator of student learning as completion of the awards indicates that students have successfully completed the requirements of the program. The CP (Certificate of Proficiency) awards increased from the 2008-2011 school year with a slight decrease during the 2011-2012 school year during which time the PeopleSoft system transitioned from a paper application to an online application and the students simply failed to "log on" to apply for the award. The TC (Technical Certificate) awards increased from 2010 to 2012.

Award	Degree Code	Status	Program Name	08-09	09-10	10-11	11-12
CP	4905	A	Welding Technology	3	9	16	12
TC	4900	A	Welding Technology	4	2	1	7



Students are given the opportunity to certify their welds through the American Welding Society (AWS) based on the regulations and codes set by AWS standards. Several students in the welding program demonstrated their knowledge gained in the classroom and the shop by certifying with the CWI, Certified Welding Inspector. **Appendix E** depicts welding students holding their successful “bend test” that was AWS certified.

**4. Based on your analysis of student learning data in question 3. Include an explanation of what seems to be improving student learning and what should be revised?**

The welding program is designed to measure student learning and understanding of concepts taught in each course. The variety of performance measures limit students’ ability to memorize textbook content to earn grades. Methods such as class projects, and completed tasks require students to demonstrate the understanding of the concepts in hands on application in the shop setting. Students are more likely to retain the material if they have the opportunity to put the concepts into action. Working in small groups seems to work better for the students as far as learning the manual techniques. Random questioning of the material helps them to stay on task, and reinforce their knowledge. **Appendix F** depicts a shop grading system that was incorporated in the spring of 2012 as a measure of performance including safety awareness, appearance, work ethic, attitude, attendance, etc.

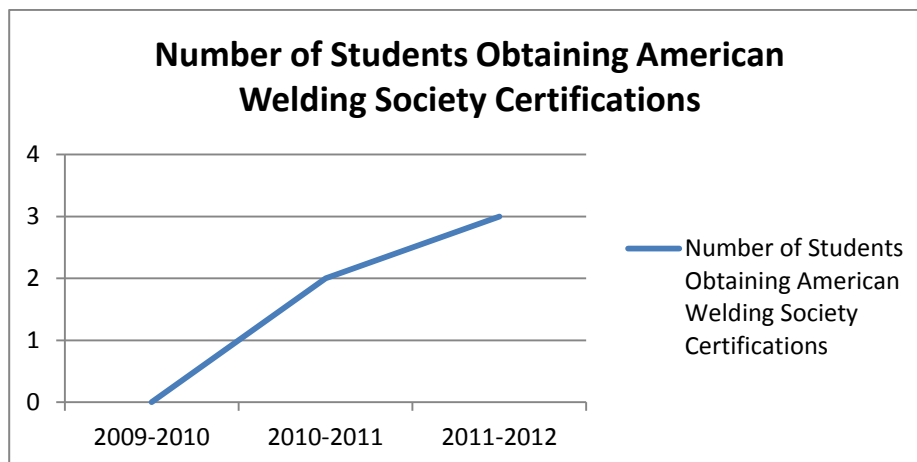
**5. Other than course level/grades, describe/analyze other data and other sources of data whose results assist your unit to improve student learning.**

The students’ performance in the shop is assessed utilizing a pretest and a posttest. Both of these tests are conducted utilizing actual hands on application. **Appendix D** depicts pictures of these pre and posttest results of students’ actual welds. Students’ posttests clearly demonstrate better understanding of technique and proficiency of their welding skills. **Appendix C** depicts a trailer that was constructed by the welding department whereas the students were afforded the opportunity to apply their knowledge gained in the classroom to a real world event. The students had to apply their knowledge in order to successfully create the blue print, cut all of the metal to precision cuts, and welded all pieces to build the trailer. Each process had to be reviewed and approved by the instructor prior to advancing to the next step of the build. All welds were held to the American Welding Society standards.

After gathering data from the American Welding Society and area manufacturers to identify their expectations of a welder as far as knowledge and performance, the identified welding specifications were incorporated it into the curriculum to allow the students to stay abreast on the current changes in the field. (**Appendix G**)

Students are given the opportunity to certify their welds through the American Welding Society (AWS) based on the regulations and codes set by AWS standards. Students in the welding program are given the opportunity to demonstrate their knowledge gained in the classroom and the shop by certifying with the CWI, Certified Welding Inspector. The number of students earning their certifications each year is depicted in the chart below.

**Appendix E** depicts five welding students holding their successful “bend test” that was AWS certified. The AWS certification is not a required component of passing the program. These certifications are channels students can utilize by demonstrating the skills they have learned to gain a national certification based on their advanced knowledge.



6. **As a result of the review of your student learning data in previous questions, explain what efforts your unit will make to improve student learning over the next assessment period. Be specific indicating when, how often, how much, and by whom these improvements will take place.**

By purchasing better equipment such as: 15 Miller 225 amp welding machines, 4 brand new Victor torches and regulators, 1 new Matabo 4 ½ in. grinder and 4 Bosch 4 ½ in. grinders, 4 new Lincoln wire feeders, and numerous welding accessories and researching the latest technology in the welding industry and staying up to date with the latest changes in regulations and codes according to AWS standards, the welding program will continue to improve student learning outcomes by following these standards and continuing to research data on a monthly basis; we will continue to evaluate equipment bi-annually. We will also continue the advisory board meetings each year whereas representatives from local welding businesses and industries meet at UAMCTM to offer ideas and suggestions based on their expertise.

**(Appendix H)**

7. **What new tactics to improve student learning has your unit considered, experimented with, researched, reviewed or put into practice over the past year?**
- A. Participating in the Skills USA Annual Competition. Skills USA is a United States career and technical student organization serving more than 320,000 high school and college students and professional members enrolled in training programs in technical, skilled, and service occupations. We plan to prepare our students in the classroom and lab setting so they may compete in the Arkansas Skills USA competition.

- B. Students were allowed to showcase their knowledge gained in the classroom and lab settings in real world projects. Several students were chosen to participate in outside projects for the community, including repairing the dog pens at the McGehee Animal Shelter (Appendix I), the students were highlighted in the newspaper, and several students were selected to assist the UAM maintenance department on the main campus during the reconstruction of the baseball field.
- C. In class projects were incorporated throughout the year including reconstructing trailers, repairing grills, and other recreational type projects.

**8. How do you ensure shared responsibility for student learning and assessment among students, faculty, and other stakeholders?**

- A. Students enrolled in the UAM CTM Welding program complete end of semester evaluations of the course, instructor and facilities. These evaluations were compiled by UAM and sent to the individual campuses. A compilation of these evaluations are shared with the instructor by the assistant vice chancellor during the instructor's performance evaluation conference to determine what actions may be taken by the instructor.
- B. The faculty participates in self-evaluations and peer-evaluations. These evaluations allow the faculty to experience another faculty's strategies/methods of facilitating student learning. Peer evaluations are kept in the assistant vice chancellor's files and are shared with the faculty during yearly performance evaluations.
- C. With the assistance of the Advisory Board, the instructor is able to get advice from members of the community of interest. The program of study is reviewed and strategies to improve student learning outcomes are discussed. The instructor has an open-door policy for stakeholders (employers). Business representatives communicate with the instructor openly concerning their needs for personnel and any deficits they may have assessed in the program's graduates..

**9. Describe and provide evidence of efforts your unit is making to recruit/retain/graduate students in your unit/at the University.**

**A. Recruiting**

The instructor communicates freely with the welding businesses in the area/region. He visits the businesses at least once a month about the Welding program and non credit courses. Brochures are handed out and left available for any one who may be interested in the Welding program.

Word-of-Mouth advertising by current students and past graduates and the reputation of the program is a very strong influence. The program provides exemplary service to current students and past graduates. Refresher courses are offered to assist the current welders with the educational courses needed to keep up to date.

Each instructor is required to document a minimum of 6 recruitment activities per year. This documentation becomes part of his annual evaluation and his performance evaluation reflects negatively or positively in the recruitment section. **(Appendix J)**

**B. Retention**

Enrollment and retention is strengthened by scheduling the courses in a sequence whereas the student begins the basic courses in the fall semester, progresses to the intermediate courses in the spring semester and ends the program with pipe welding in the summer.

Students are referred to UAM College of Technology, McGehee's retention specialist when identified and as needed to get assistance with time management, study skills and test-taking skills

The instructor offers one-on-one tutoring if needed to any student who needs help processing and retaining critical information/data needed to master the course. He makes his cell number available to all his current students and graduates. Students are encouraged to complete the program of study and are also encouraged to look at other avenues for their education such as seeking the associate degree.

**C. Graduation**

Students are given one-on-one advisement during their studies. They are shown how they can graduate and have a full career in welding. Past graduates are invited as guest speakers to assist

in the encouragement of current students. Students are counseled on the criteria needed for graduation during their first scheduled class days in the program. They are given a “Program of Study” with the requirements of the technical certificate included. Students sign this document and it is kept in their file for future reference.



UAM College of Technology-McGehee

### Welding Certificate of Proficiency and Technical Certificate



To learn more about the UAM  
CTM Welding program contact a  
member of the staff:

Phone: 870-222-5360

Or visit our website at  
<http://www.uamont.edu/McGehee/>



#### Financial Assistance

If you wish to pursue a Certificate of Proficiency, Technical Certificate or an Associate of Applied Science in General Technology and you need financial assistance the UAM College of Technology- McGehee (UAM CTM) Student Services program will try to help you find the best program for your needs.

Contact a Student Services representative for information on programs, financial aid and the application process.

UAM CTM Student Services Department  
P.O. Box 747  
McGehee, AR 71654  
Telephone: (870) 222-5360 , 5220  
Fax: (870) 222-1105

University of Arkansas at Monticello  
College of Technology-McGehee

1609 East Ash

McGehee, AR 71654

Telephone: 870-222-5360

Fax: 870-222-4709

<http://www.uamont.edu/mcgehee/>

The mission the University of Arkansas at Monticello shares with all universities is the commitment to search for truth and understanding through scholastic endeavor. The University seeks to enhance and share knowledge, to preserve and promote the intellectual content of society, and to educate people for critical thought. The University provides learning experiences that enable students to synthesize knowledge, communicate effectively, use knowledge and technology with intelligence and responsibility, and act creatively within their own and other cultures.

UAM College of Technology-McGehee does not discriminate on the basis of race, color, national origin, sex, age or disability

**UAM CTM Welding Certificate of Proficiency and Technical Certificate**

**UAM CTM Welding Program**

The UAM CTM Welding Certificate of Proficiency is available for those students who have one semester of welding courses prior to exiting for employment. Students will have the opportunity to earn American Welding Society certification in accordance with the skill levels developed in the Basic and Arc Welding courses.

The Welding Technical Certificate will provide students with opportunities to develop skills in:

- Gas Welding
- Arc Welding
- Shielded Metal Arc Welding
- Gas Metal arc welding
- Gas tungsten arc welding and
- Pipe welding.

Students may earn various American Welding Society certifications in accordance with their developed skill level.

**Student Learning Outcomes:**

A student successfully completing the UAM CTM Welding program will:

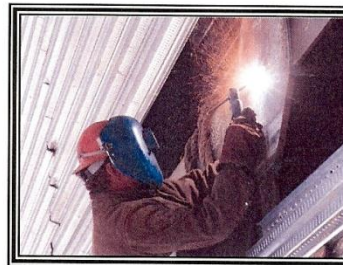
- Demonstrate skills in gas welding.
- Demonstrate arc welding.
- Demonstrate shielded metal arc welding.
- Demonstrate gas metal arc welding.
- Demonstrate gas tungsten arc welding.
- Demonstrate skills in pipe welding.

WELD 1115 Basic Welding
WELD 1215 SMAW (Shielded Metal Arc Welding)
WELD 1401 Welding Lab I
<b>Exit: Welding CP or continue on to Semester II</b>
WELD 1103 Blueprint Reading
WELD 1315 GTAW (Gas Tungsten Arc Welding)
WELD 1415 GMAW (Gas Metal Arc Welding)
WELD 1501 Welding Lab II
WELD 1513 Pipe Welding
MAT 1203 Tech Mathematics or higher-level mathematics course
COM 1203 Tech Communication or higher-level composition course
Bus. 1303 Computer Applications for Business or approved computer course
<b>Exit: Welding Technical Certificate</b>

Do you enjoy working with your hands, creating new structures or repairing existing materials? If so, the UAM CTM Welding program may be for you.

Skilled welders and metal fabricators can get a number of good jobs that pay very well. Large industrial firms need welders to perform maintenance on equipment or work in their manufacturing processes. Welding and metal fabrication companies hire many welders, as well as construction and pipeline contractors. Opportunities also exist for the self-employed welder.

Upon completion of the UAM CTM Welding program, students are eligible to take the American Welding Society Certification exam. This certification can help in getting good jobs at high wages. Our graduates find jobs as oxy-fuel welders, fitters, arc welders, combination welders/fitters, pipe welders, and TIG welders.



# Appendix B Syllabus 1

**UNIVERSITY OF ARKANSAS AT MONTICELLO  
COLLEGE OF TECHNOLOGY - MCGEHEE  
WELDING DEPARTMENT  
GTAW SYLLABUS**

Spring 2012 MTWHF 12:30 p.m.- 2:45 p.m.

Instructor Name: Eric Jefferson

Instructor Location of Office: Welding Shop

Instructor Phone: 870-222-5360 ext. 5237

Instructor Email Address: [jeffersone@uamont.edu](mailto:jeffersone@uamont.edu)

Office Hours: MTWHF 8:00 – 10:00 am

Course Title and Credit Hours: WELD 1315, GTAW, 5 credit hours

The Student Learning Outcomes for a Welding Technology Technical Certificate are as follows:

1. Demonstrate skills in gas welding
2. Demonstrate skills in arc welding
3. Demonstrate skills in shielded metal arc welding
4. Demonstrate skills in gas metal arc welding
5. Demonstrate skills in gas tungsten arc welding
6. Demonstrate skills in pipe welding

**Course Description:**

Presentation of principles of oxy-acetylene cutting, equipment settings, electrode usage and selection, safety procedures and practices, and basic arc welding. NOTE: This course may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Course Student Learning Outcomes:**

1. Identify basic principles of GTAW welding processes
2. Safely operate basic weld shop equipment

Prerequisites: WELD 1115, Basic Welding, 5 credit hours

**Special policies:**

Absences – Regular and prompt attendance is expected of all students and is necessary to maintain acceptable grades. Excessive tardiness or leaving early will be noted by the instructor and will accrue toward absences. Daily attendance will be taken and absences will be reported to the Office of the Registrar.

Smoking – Smoking and using tobacco products are prohibited on any UAM property.

Cell Phones – USE OF A CELL PHONE DURING A TEST WILL RESULT IN THE TEST BEING TAKEN UP AND A GRADE OF 0 (ZERO) BEING RECORDED.

Students with disabilities:

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in McGehee: Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-1105.

**Student conduct statement:**

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

**Academic dishonesty:**

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
  - a. Copying from another student's paper;
  - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
  - c. Collaboration with another student during the examination;
  - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
  - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement of the ideas or passages from the writings or works of others.

**For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be a grade of zero (0) on the assignment/test.**

**Course Goals and Objectives:**

Cover the history of welding, safety procedures, joint design, and all aspects of the setup, cutting operations, and all safety procedures related to cutting steel.

**Outline:**

Week

- |          |                              |
|----------|------------------------------|
| 1        | Familiarizing GTAW Equipment |
| 2&3      | GTAW processes               |
| 4        | Power sources for GTAW       |
| 5        | Filler metals for GTAW       |
| 6,7,8    | GTAW procedures              |
| 9,10     | Carbon Steel Welding         |
| 11,12,13 | Stainless Steel Welding      |
| 14,15    | Aluminum Welding             |

**Assignments:**

Assignments and tests will be scheduled at the discretion of the instructor. Assignments not turned in when due will be penalized 10%. If a student misses an assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes. After one week a grade of "0" may be assigned.

**Tests:**

Any missed test must be made up within one week and there will be a 10% penalty on all tests not taken at the assigned time. The student is responsible for contacting the instructor to make arrangements to make up test during the instructor's offices hours. If

the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" on the test. Scantron scoring sheets may be used and are available for purchase in the bookstore.

**Course EVALUATION:** Student grades are calculated according to the following scale:

50% Performance  
25% Chapter test  
25% Final exam

**Grading Scale:**

A.....100%- 90%  
B.....89%- 80%  
C.....79%- 70%  
D.....69%- 60%  
F.....59% and below

**Calendar of events:**

UNIVERSITY OF ARKANSAS AT MONTICELLO – SPRING 2012 CALENDAR OF EVENTS

January 11 (Wednesday): First day of classes (regular and first 8-week fast-track classes).  
January 11-18 (Wednesday through Wednesday): Late registration. A \$25 late registration fee will be assessed.  
January 11-18 (Wednesday through Wednesday): Students may make schedule changes.  
January 16 (Monday): MARTIN LUTHER KING HOLIDAY. All offices and classes closed.  
January 18 (Wednesday): Last day to register or add spring classes.  
February 24 (Friday): Deadline to apply for August and December graduation.  
March 19-23 (Monday-Friday): SPRING BREAK for faculty and students. All offices closed on March 23.  
April 2 (Monday): Preregistration for summer and fall begins.  
April 4 (Wednesday): Last day to drop with W in regular classes; not applicable to fast-track classes.  
April 13 (Friday): Preregistration for summer and fall ends.  
April 26 (Thursday): Last day to withdraw from class (regular and second 8-week fast-track classes).  
May 1 (Tuesday): Last day of classes.  
May 2-8 (Wednesday-Tuesday): Final exams.  
May 11 (Friday): Commencement.

## UAM College of Technology McGehee Spring 2012 Final Exam Schedule

Late afternoon and evening classes which meet once per week will have their final examination during their normal class time during the final exam week. Other finals are scheduled as follows:

Class meets:                                      Final Exam Time:

### Wednesday, May 2, 2012

All sections Math 0183 ..... 10:30 - 12:30  
MW 8:10 a.m..... 1:30 - 3:30  
MW 3:10 p.m. .... 4:00 - 6:00  
W night class.....6:00 – 8:00

### Thursday, May 3, 2012

All sections Math 0143..... 8:00 - 10:00  
TH 11:10 a.m.....10:30 - 12:30  
TH 1:40 p.m..... 1:30 - 3:30  
Thur night class.....5:00 – 7:00

### Friday, May 4, 2012

Friday 8:10..... 8:00 - 10:00  
MW 9:40 a.m.....10:30 - 12:30  
TH 3:10 p.m. .... 1:30 - 3:30

### Monday, May 7, 2012

TH 9:40 am.... .....8:00 - 10:00  
MW 11:10 am .....10:30 - 12:30  
MW 1:40 p.m .....1:30 - 3:30  
Mon night class.....5:00 – 7:00

### Tuesday, May 8, 2012

TH 8:10 a.m.... .....8:00 - 10:00  
Tues night class.....5:00 – 7:00

**SAFETY:**

Safety is expected at all times in all aspects. Any student committing any blatant unsafe act will receive (1) disciplinary per unsafe act. The weld shop is not a place to horseplay or play practical jokes with any source of any shop or welding equipment. An unsafe act can cause serious injury or death; therefore any unsafe act will be swiftly corrected.

**DISCIPLINARY FORMS:**

Disciplinary forms will be written for any infraction at the discretion of the instructor or assistant instructor.

**TARDINESS/ABSENCES:**

Tardiness and absenteeism is not acceptable. Every hour of every student will be accounted for. If a student misses (12) hours, in any one class, the student's grade will be dropped (1) letter grade for that class. (1) Letter grade will be dropped for every (6) hours missed thereafter in any one class. Therefore, an "A" student that misses (30) hours will receive an "F" for any (1) class.

**SHOP PERFORMANCE:**

Shop performance includes topics such as: proper dress, good attitude, good work ethic, and the ability to work with others. This aspect of the weld shop is very important because it accounts for 50% of each student's grade. Each student is also required to have obtained at least (1) certification per semester before he or she can be considered an "A" student or receive the title of welder.

**DRESS CODE:**

All students will wear proper work attire when starting class daily. Each student will be dressed appropriately for shop work. Proper attire for shop work is listed below:

- A) Steel toe boots
- B) Cotton pant (no cuffs, rips, or tears)
- C) Cotton shirt (long or short sleeve), (no cuffs, rips, or tears)
- D) Gloves and safety glasses required when working in the weld shop or outside of work safe zone

Welding sleeves, gloves, and safety glasses will be available for purchase in the bookstore

NOTE: "SAGGING" is absolutely prohibited! If a student is "SAGGING" inside of the weld shop you will be asked to correct your apparel. If a student does not comply you will be asked to leave the weld shop and a disciplinary form will be issued and filed. You will be required to be dressed according to code before you are allowed to enter the weld shop again. If you receive (3) disciplinary forms for "SAGGING" your grade will be dropped (1) letter grade. You will be dropped (1) letter grade for every "SAGGING" violation thereafter. Therefore, an "A" student will receive an "F" for (6) disciplinary forms due to "SAGGING" violations.

## Welding Technology Program Syllabus

I, \_\_\_\_\_ do enter into an agreement with the Instructor of the  
PLEASE PRINT YOUR NAME  
course listed below.

- I have read the syllabus for the course: \_\_\_\_\_.
- I have read and do understand the requirements of the course.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 10% penalty will be applied to any assignment or test taken or turned in late and whether or not the late assignment is accepted or the test is given, is up to the Instructor. No make work will be accepted after the last day of regular classes.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
  - a grade of "0" on the assignment
  - a grade of "F" for the course
  - dismissal from the Early Childhood Education Program
- I understand that I am responsible for any information presented in orientation, syllabus, lecture, study guide, text, video, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that I must check the times for all of my finals to ensure that there is no conflict in scheduling.
- I do NOT have a scheduling conflict with this final.
- I understand that the final for this class will be held on \_\_\_\_\_, May\_\_\_\_\_, 2012  
from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.  
circle one circle one

---

Student's signature

Date



## Appendix B Syllabus 2

### UNIVERSITY OF ARKANSAS AT MONTICELLO

COLLEGE OF TECHNOLOGY - MCGEHEE

WELDING DEPARTMENT

**BASIC WELDING SYLLABUS**

Fall 2011 MTWHF 11:30 a.m.-1:30 p.m.

Instructor Name: Eric Jefferson

Instructor Location of Office: Welding Shop

Instructor Phone: 870-222-5360 ext. 5237

Instructor Email Address: [jeffersone@uamont.edu](mailto:jeffersone@uamont.edu)

Office Hours: MTWHF 8:00 – 10:00 am

Course Title and Credit Hours: WELD 1115, Basic Welding, 5 credit hours

#### **Program Student Learning Outcomes:**

The Student Learning Outcomes for a Welding Technology Technical Certificate are as follows:

7. Demonstrate skills in gas welding
8. Demonstrate skills in arc welding
9. Demonstrate skills in shielded metal arc welding
10. Demonstrate skills in gas metal arc welding
11. Demonstrate skills in gas tungsten arc welding
12. Demonstrate skills in pipe welding

#### **Course Description:**

Presentation of principles of oxy-acetylene cutting, equipment settings, electrode usage and selection, safety procedures and practices, and basic arc welding. NOTE: This course may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

#### **Course Student Learning Outcomes:**

1. Identify basic principles of oxy-acetylene cutting
2. Identify basic welding principles
3. Safely operate basic weld shop equipment

Prerequisites: NONE

#### **Special policies:**

Absences – Regular and prompt attendance is expected of all students and is necessary to maintain acceptable grades. Excessive tardiness or leaving early will be noted by the instructor and will accrue toward absences. Daily attendance will be taken and absences will be reported to the Office of the Registrar.

Smoking – Smoking and using tobacco products are prohibited on any UAM property.

Cell Phones – USE OF A CELL PHONE DURING A TEST WILL RESULT IN THE TEST BEING TAKEN UP AND A GRADE OF 0 (ZERO) BEING RECORDED.

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It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any

necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in McGehee: Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-1105.

**Student conduct statement:**

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

**Academic dishonesty:**

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
  - a. Copying from another student's paper;
  - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
  - c. Collaboration with another student during the examination;
  - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
  - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement of the ideas or passages from the writings or works of others.

**For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be a grade of zero (0) on the assignment/test.**

**Course Goals and Objectives:**

Cover the history of welding, safety procedures, joint design, and all aspects of the setup, cutting operations, and all safety procedures related to cutting steel.

**Outline:**

Week	
1	Welding Safety
2	Striking and sustaining a weld arc
3,4,5	Depositing a continuous bead
6&7	Flat position welding
8&9	Horizontal position welding
10&11	Vertical position welding
12&13	Overhead position welding
14&15	Joint design and welding terms

**Assignments:**

Assignments and tests will be scheduled at the discretion of the instructor. Assignments not turned in when due will be penalized 10%. If a student misses an assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes. After one week a grade of "0" may be assigned.

**Tests:**

Any missed test must be made up within one week and there will be a 10% penalty on all tests not taken at the assigned time. The student is responsible for contacting the instructor to make arrangements to make up test during the instructor's offices hours. If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" on the test.

**Course EVALUATION:** Student grades are calculated according to the following scale:

60% Performance  
20% Chapter test  
20% Final exam

**Grading Scale:**

A.....	100%	- 90%
B.....	89%	- 80%
C.....	79%	- 70%
D.....	69%	- 60%
F.....	59%	and below

Calendar of events:

**UNIVERSITY OF ARKANSAS AT MONTICELLO**

**FALL 2011 - CALENDAR OF EVENTS**

August 22 (Monday): Students who pay their tuition and fees by Monday, August 15, will be allowed to make schedule changes between 8:30 a.m. and 11:00 a.m. at the Monticello location and between 8:30 a.m. and 3:30 p.m. at the Crossett and McGehee locations.

**August 22 (Monday): Orientation:**

Crossett and McGehee campuses - **Orientation will begin at 1 p.m.** in the Student Services Center at the respective location for first-time freshmen and new transfer students.

August 22 (Monday): Registration for night-only students and graduate students from 5 to 7 p.m. at Monticello (Harris Hall), Crossett, and McGehee.

August 23 (Tuesday): Open registration from 8:30 a.m. until 3:30 p.m. at each campus location.

**AUGUST 24 (WEDNESDAY): FIRST DAY OF CLASSES.**

August 24-30 (Wednesday through Tuesday): Late registration. A \$25 late registration fee will be assessed.

August 24-30 (Wednesday through Tuesday): Students may make schedule changes.

August 30 (Tuesday): Last day to register or add fall classes.

**SEPTEMBER 5 (MONDAY): LABOR DAY HOLIDAY. ALL OFFICES AND CLASSES CLOSED.**

September 10 (Saturday): Parent/Family Appreciation Day.

October 7 (Friday): Deadline to apply for May graduation.

**October 29 (Saturday): Homecoming.**

NOVEMBER 7 (MONDAY): PREREGISTRATION FOR SPRING BEGINS.

**November 9 (Wednesday): Last day to drop with W in regular classes;** not applicable to fast-track classes.

November 18 (Friday): Preregistration for spring ends.

November 22 (Tuesday): All classes (day, evening, and distance education) will meet as usual.

**November 23 (Wednesday): Classes closed. University offices open.**

**November 24-25 (Thursday-Friday): Thanksgiving Holiday. All offices and classes closed.**

December 6 (Tuesday): Last day to withdraw from class (regular and second 8-week fast-track classes).

**December 9 (Friday): Last day of classes.**

DECEMBER 12-16 (MONDAY-FRIDAY): FINAL EXAMS.

December 21 (Wednesday): Fall conferral of degrees and awards.

**FINAL EXAMINATION SCHEDULE – Monticello and McGehee PLEASE NOTE DATES AND TIMES OF ALL FINALS ON YOUR CALENDAR NOW – CONSULT OTHER INSTRUCTORS AND EMPLOYERS TO MAKE SURE YOU WILL NOT HAVE A CONFLICT WHEN THE TIME COMES.**

Late afternoon and evening classes which meet once per week will have their final examination during their normal class time during the period of December 12-16. Other finals are scheduled as follows:

**Class meets: Final Exam:**

**MONDAY, DECEMBER 12**

All sections Math 0183 and 1043 ..... 8:00 - 10:00  
TH 1:40 p.m., TH 2:10 p.m. .... 10:30 - 12:30  
MWF 8:10 a.m. .... 1:30 - 3:30  
MWF 3:10 p.m. .... 4:00 - 6:00  
M 5:00 p.m. .... 5:00-7:00

**TUESDAY, DECEMBER 13**

All sections Math 0143, 1003, & 1033 .... 8:00 - 10:00  
MWF 12:10 p.m. .... 10:30 - 12:30  
MWF 10:10 a.m. .... 1:30 - 3:30  
T 5:00 p.m. .... 5:00-7:00

**WEDNESDAY, DECEMBER 14**

MWF 9:10 a.m. .... 8:00 - 10:00  
TH 11:10 a.m. .... 10:30 - 12:30  
TH 3:10 p.m. .... 1:30 - 3:30  
MW 5:00 p.m. .... 5:00 - 7:00  
MW 6:00 p.m. .... 6:00 - 8:00  
W 5:00 p.m. .... 5:00 - 7:00

**THURSDAY, DECEMBER 15**

TH 8:10 a.m. .... 8:00 - 10:00  
All sections Chem 1023, 1103, & 1113.. 10:30 - 12:30  
MWF 11:10 a.m. .... 1:30 - 3:30  
H 5:00 p.m. .... 5:00 - 7:00

**FRIDAY, DECEMBER 16**

MWF 1:10 p.m. .... 8:00 - 10:00  
MWF 2:10 p.m. .... 10:30 - 12:30  
TH 9:40 a.m. .... 1:30 - 3:30  
TH 5:00 p.m. .... 5:00 - 7:00

**SAFETY:**

Safety is expected at all times in all aspects. Any student committing any blatant unsafe act will receive (1) disciplinary per unsafe act. The weld shop is not a place to horseplay or play practical jokes with any source of any shop or welding equipment. An unsafe act can cause serious injury or death; therefore any unsafe act will be swiftly corrected.

**DISCIPLINARY FORMS:**

Disciplinary forms will be written for any infraction at the discretion of the instructor or assistant instructor.

**TARDINESS:**

Tardiness and absenteeism is not acceptable. Every hour of every student will be accounted for. If a student misses (12) hours, in any one class, the student's grade will be dropped (1) letter grade for that class. (1) Letter grade will be dropped for every (6) hours missed thereafter in any one class. Therefore, an "A" student that misses (30) hours will receive an "F" for any (1) class.

**SHOP PERFORMANCE:**

Shop performance includes topics such as: proper dress, good attitude, good work ethic, and the ability to work with others. This aspect of the weld shop is very important because it accounts for 50% of each student's grade. Each student is also required to have obtained at least (1) certification per semester before he or she can be considered an "A" student or receive the title of welder.

**DRESS CODE:**

All students will wear proper work attire when starting class daily. Each student will be dressed appropriately for shop work. Proper attire for shop work is listed below:

- A) Steel toe boots
- B) Cotton pant (no cuffs, rips, or tears)

- C) Cotton shirt (long or short sleeve), (no cuffs, rips, or tears)
- D) Gloves and safety glasses required when working in the weld shop or outside of work safe zone

Welding sleeves, gloves, and safety glasses will be available for purchase in the bookstore

NOTE: "SAGGING" is absolutely prohibited! If a student is "SAGGING" inside of the weld shop you will be asked to correct your apparel. If a student does not comply you will be asked to leave the weld shop and a disciplinary form will be issued and filed. You will be required to be dressed according to code before you are allowed to enter the weld shop again. If you receive (3) disciplinary forms for "SAGGING" your grade will be dropped (1) letter grade. You will be dropped (1) letter grade for every "SAGGING" violation thereafter. Therefore, an "A" student will receive an "F" for (6) disciplinary forms due to "SAGGING" violations.

## Welding Technology Program Syllabus

I, \_\_\_\_\_ do enter into an agreement with the Instructor of the course listed below.  
**PLEASE PRINT YOUR NAME**

- I have read the syllabus for the course: \_\_\_\_\_.
- I have read and do understand the requirements of the course.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 10% penalty will be applied to any assignment or test taken or turned in late and whether or not the late assignment is accepted or the test is given, is up to the Instructor. No make work will be accepted after the last day of regular classes.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
  - a grade of "0" on the assignment
  - a grade of "F" for the course
  - dismissal from the Early Childhood Education Program
- I understand that I am responsible for any information presented in orientation, syllabus, lecture, study guide, text, video, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that I must check the times for all of my finals to ensure that there is no conflict in scheduling.
- I do NOT have a scheduling conflict with this final.
- I understand that the final for this class will be held on \_\_\_\_\_, December \_\_\_\_\_, 2010 from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.  
circle one circle one

---

Student's signature

Date

## Appendix B Syllabus 3

**UNIVERSITY OF ARKANSAS AT MONTICELLO  
COLLEGE OF TECHNOLOGY - MCGEHEE  
WELDING DEPARTMENT  
PIPE WELDING SYLLABUS**

Summer 2012 MTWH 10:30 a.m.- 4:30 p.m.

Instructor Name: Eric Jefferson

Instructor Location of Office: Welding Shop

Instructor Phone: 870-222-5360 ext. 5237

Instructor Email Address: [jeffersone@uamont.edu](mailto:jeffersone@uamont.edu)

Office Hours: MTWH 10:30 a.m. – 12:30 pm

Course Title and Credit Hours: WELD 1513, 3 credit hours

**Program Student Learning Outcomes:**

1. Demonstrate skills in gas welding
2. Demonstrate skills in arc welding
3. Demonstrate skills in shielded metal arc welding
4. Demonstrate skills in gas metal arc welding
5. Demonstrate skills in gas tungsten arc welding
6. Demonstrate skills in pipe welding

**Course Description:**

**3 credits: 1 hour lecture, 6 hours lab**

Instruction and lab activities are geared solely to developing the required skills to earn through testing AWS certification in pipe welding. *NOTE: This course may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.*

**Course Student Learning Outcomes:**

1. Identify basic principles of pipe welding processes
2. Safely operate basic weld shop equipment

**Prerequisites:** WELD 1215, 1315, and WELD 1415 or AWS certification earned in each prerequisite course

**Special policies:**

Absences – Regular and prompt attendance is expected of all students and is necessary to maintain acceptable grades. Excessive tardiness or leaving early will be noted by the instructor and will accrue toward absences. Daily attendance will be taken and absences will be reported to the Office of the Registrar.

Smoking – Smoking and using tobacco products are prohibited on any UAM property.

Cell Phones – USE OF A CELL PHONE DURING A TEST WILL RESULT IN THE TEST BEING TAKEN UP AND A GRADE OF 0 (ZERO) BEING RECORDED.

Students with disabilities:

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in McGehee: Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-1105.

**Student conduct statement:**

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**Academic dishonesty:**

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
  - a. Copying from another student's paper;
  - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
  - c. Collaboration with another student during the examination;
  - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
  - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
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**For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be a grade of zero (0) on the assignment/test.**

**Course Goals and Objectives:**

Cover the history of welding, safety procedures, joint design, and all aspects of the setup, cutting operations, and all safety procedures related to cutting steel.

**Outline:**

Week	
1	Pipe Joint Preparation
2	Joint Alignments and Fit-up
3	Welding a Pipe Joint
4	Pipe Welding Techniques and Certifying for Pipe
5	Review and Final

**Assignments:**

Assignments and tests will be scheduled at the discretion of the instructor. Assignments not turned in when due will be penalized 10%. If a student misses an assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes. After one week a grade of "0" may be assigned.

**Tests:**

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**Course EVALUATION:** Student grades are calculated according to the following scale:

50% Performance  
25% Chapter test  
25% Final exam

**Grading Scale:**

A.....	100%	- 90%
B.....	89%	- 80%
C.....	79%	- 70%
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- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
  - a grade of "0" on the assignment
  - a grade of "F" for the course
  - dismissal from the Early Childhood Education Program
- I understand that I am responsible for any information presented in orientation, syllabus, lecture, study guide, text, video, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that I must check the times for all of my finals to ensure that there is no conflict in scheduling.
- I do NOT have a scheduling conflict with this final.
- I understand that the final for this class will be held on \_\_\_\_\_, June \_\_\_\_\_, 2012  
from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.  
circle one circle one

---

Student's signature

Date

## Appendix C



## Appendix D



**Appendix D (continued)**



**Appendix D (continued)**



## Appendix D (continued)



## Appendix E





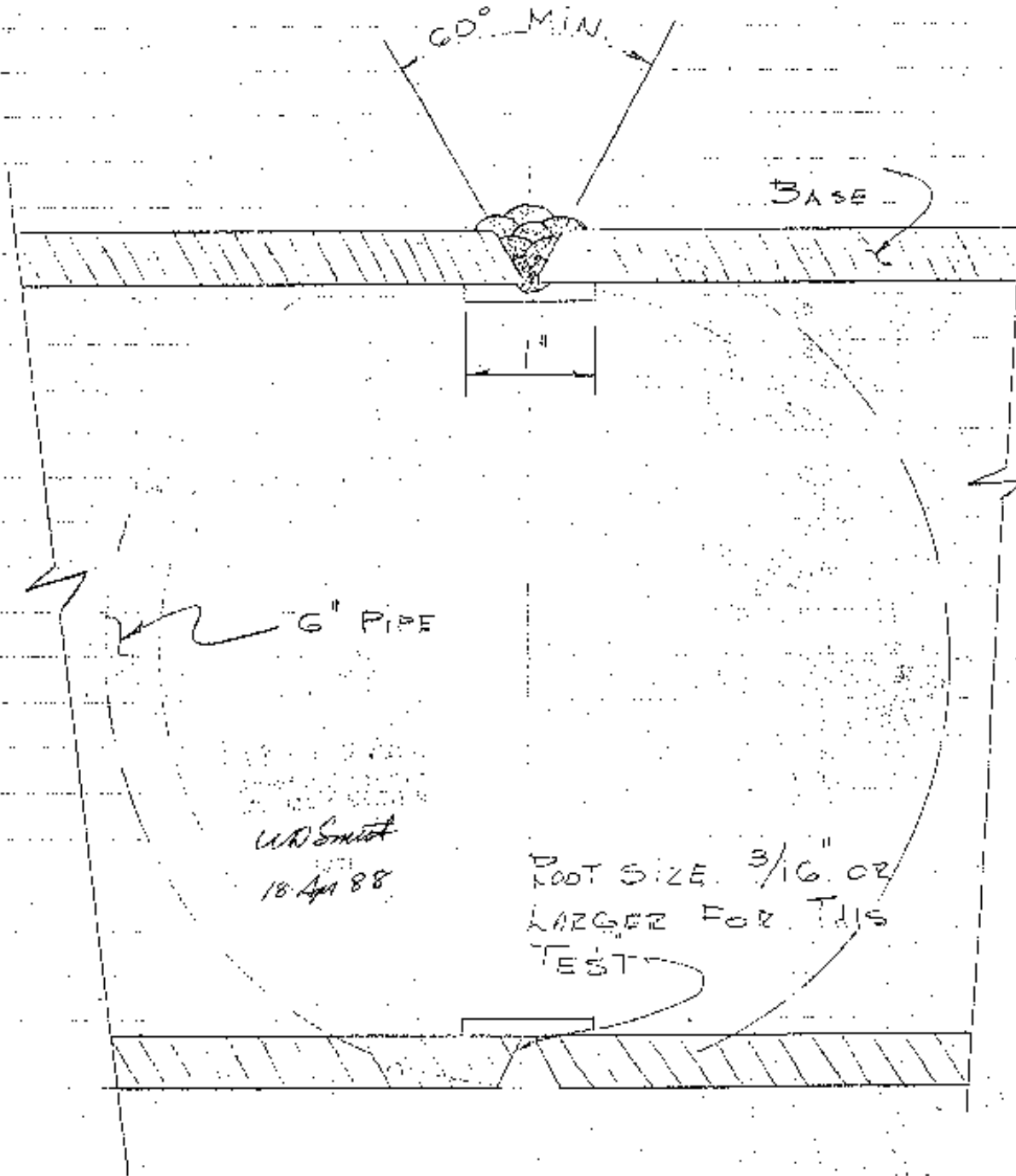
# Appendix F

WEEKLY SHOP GRADE REPORT								
Student	Week#	Month	Date	Day	Year			
10 point must system						100% Grade scale		
TASKS	Mon	Tue	Wed	Thu	Fri	Total points accrued	Total points possible	Grade average
Safety Awareness								
Appearance								
Work Ethic								
Applied knowledge of lecture in hands on application								
Attitude								
Ability to work with others								
operation of acetylene equipment								
Readiness and preparation for work								
Attendance								
Ability to produce a proper weld within specifications and according to code								
<b>GRADE TOTAL</b>								
<b>Student signature</b> _____								
<b>Instructor signature</b> _____								

# Appendix G

Greeny He Shipbuilders & Corp

For Procedure 6.5-1



30

# Appendix G (continued)

10-6435

## REPORT OF PROCEDURE

FOR Greenville Shipbuilding Corporation

JOB

MADE FOR

DESCRIPTION	ORIGINAL AREA SQ. IN.	YIELD POUNDS	MAXIMUM LOAD POUNDS	YIELD LB. PER SQ. IN.	TENSILE STRENGTH LB. PER SQ. IN.	ELONGATION		REDUCTION OF AREA PER CENT	FRACTURE
						IN. IN.	PER CENT		
PC #A .962 X .368	.3732		25,600		68,500				Break in Base Met
PC #B .965 X .397	.383		22,700		59,300				Break in Base Met
<b>BEND TEST</b>									
Face A	Acceptable								
Face B	Acceptable								
Root A	Acceptable								
Root B	Acceptable								
<p>PC #B 700ksi below minimum, break in base metal accepted into  <i>W.S. Smith</i></p>									

REMARKS:

*Mark Modini*  
Mark Modini

*W.S. Smith*  
W.S. Smith

COPIES TO:

## **Appendix H**

### **UAM College of Technology McGehee Welding Advisory Committee Minutes**

November 21, 2011

On November 21, 2011, an advisory meeting was held in the welding class room. In attendance were Ms. Paula Cason, Ms. Marsha Lawson, Mr. J.D. Bell, Mr. Charles Masters, and Eric D. Jefferson, the welding instructor at UAM-CTM. The meeting was called to order at 8:00 p.m. A handout was provided to the members which included the curriculum requirements detailing the student learning outcomes. A discussion ensued with much attention being directed at the courses that make up the welding program. Members asked questions regarding the content of each course with their own respective businesses and industries in mind. They explained the requirements that a new employee must possess before they are considered for employment. Mr. Jefferson committed to including the requirements in the lab setting during hands on practice. There were several topics discussed such as how much new equipment had been purchased for the welding department. Career Pathways earmarked \$75,000.00 for the welding program. Items such as new welding machines, grinders, and cutters were purchased. The committee members commented on how much the shop had advanced since the last meeting citing items such as cleanliness, equipment upgrade and overall appearance. We discussed the equipment that needs to be purchased in the future and potential employment opportunities for graduating students. After the discussion a tour was given to the advisory members and all were happy with the direction that our welding program is going. After the tour was over the committee once again assembled in the class room and closed the meeting at approximately 9:00 p.m.

**Appendix I**



## Appendix J

Name of Faculty or Staff Member:			
Name of Individual or Organizational Contact:			
Date:	Location:	Requested By:	Total Time of Contact:
Purpose of Contact ( Indicate any options that apply)			
Retention	Recruiting	Program/Course Input	Other
Description of Contact:			
Changes Occurring Because of Contact:			