

Honorary	Instructor
Instructor	Mark Simmons
E-Mail	mark.simmons@clarendoncollege.edu
Phone	806-681-6440
Office Hours	Generally, one hour before evening class, one hour after morning class; call for appointment.
Catalog Year	2022-2024
Disability Statement	Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact your instructor.
Course Title	Intermediate Layout and Fabrication
Course Name and Number	WLDG-1453
Course Section	101 -231
Semester	
Prerequisites	Corequisite: Fab and Layout, Prerequisite: Blueprint Reading
Course Description	An introduction to layout as it is applied to development of patterns and drawings for the fabrication of sheet metal and structural shapes. Calculations involve joint/bend allowance and metal forming. Projects develop skills in print interpretation and the use of shears, breaks and hand tools.
Department Expectations	
Hours	(3 sem hrs; 2 lec, 2 lab)
Class Type	On Campus Course
Textbooks	<p><u>SHEET METAL</u>, 2nd Edition</p> <p>ISBN #0-8269-1907-3</p> <p><u>THE PIPE FITTER'S AND PIPE WELDER'S HANDBOOK</u></p> <p>ISBN #0-02-802500-8</p>
Supplies	<ul style="list-style-type: none"> • Bibs or Sleeves • Gloves

	<ul style="list-style-type: none"> • Head Covering, e.g. Welding Cap or Cotton Head Coverings • Heavy Denim or Wool Shirts • Jeans, Wool Pants, Coveralls or Overalls • Leather Boots or Shoes • Safety Glasses • Center Punch • Dead Blow or Rubber Mallet • Layout Fluid • Ruler • Scissors • Scratch Awl • Sheet Metal Shears (Left & Right Aviation) • Small Ball Peen Hammer • Trammell • T-Square • For additional tool requirements, please see instructor
Student Performance	<ul style="list-style-type: none"> • Prepares time or job cards, reports or records. • Performs housekeeping duties. • Follows verbal instructions to complete work assignments. • Follows written instructions to complete work assignments. • Fabricates parts from a drawing or sketch. • Develops patterns. • Demonstrates use and interpretation of welding symbols, blueprints, drawing tools, and shop math.

<p>Students Rights and Responsibilities</p>	<p>Student Rights and Responsibilities</p> <p>Student Rights and Responsibilities are listed on the College website at: http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf</p> <p>The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.</p> <p>The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.</p> <p>Violations of student conduct regulations will be handled through the Office of the Vice President of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.</p> <p>Freedom of Expression</p> <p>The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.</p> <p>Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.</p> <p>Students wishing to assemble must complete an official request with the Vice-President of Student Services. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words – those which by their very utterance inflict injury or tend to incite and immediate breach of the peace." (Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)</p> <p>Freedom of Access</p> <p>Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.</p> <p>Freedom of Association</p> <p>Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.</p> <p>Academic Rights of Students</p> <p>The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or</p>
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Log in using the CC Student Portal	
Expected Student Behavior	<p data-bbox="391 369 774 405"><u>Notebook & Class Equipment</u></p> <p data-bbox="391 443 1390 583">Students are recommended to take notes during lectures and should maintain a class notebook containing handouts and reference materials. Students shall furnish personal protective equipment to include safety glasses and have their own personal hand tools similar to those on the department tool list.</p> <p data-bbox="391 690 548 726"><u>Shop Policy</u></p> <p data-bbox="391 764 1398 1115">Read safety handouts provided, use common sense, maintain safe shop practices, keep <u>your</u> Lab clean, and orderly. Keep all safety shields/guards, and equipment in place at all times. Notify your Instructor of faulty wiring/equipment, worn or damaged tools, or missing parts. No horseplay is allowed whatsoever. Academic disciplinary measures will be promptly administered to offending person(s). Please help the Instructor to maintain order so that he can be free to use <u>your</u> time for more effective teaching, and less time housekeeping. We all can enjoy the benefits of an effective and conducive learning environment. Remember to use your safety glasses when entering the shop area.</p> <p data-bbox="391 1222 799 1257"><u>Tools, Equipment, and Clothing</u></p> <p data-bbox="391 1295 1401 1503">Students shall wear appropriate clothing to perform any work task assigned. Tools and equipment specified for this class and any preliminary class in the curriculum are to be furnished by the student. Failure to dress for work or bring needed equipment may count as an absence. All tools should be properly used and cared for, thus allowing for longevity and safety of both the user and the tool.</p> <p data-bbox="391 1612 1300 1682">Stealing, vandalism, or pilferage will be dealt with severely!! No drugs, tobacco, drinks, or food allowed!</p>

	All students are expected to follow the Clarendon College Students Code of Conduct. Any violation of this Code will be dealt with appropriately.																							
Grading Criteria	<p><u>Course Evaluations:</u></p> <p>Students should complete all performance tasks on time at REQUIRED MASTERY LEVEL. Tasks, projects, and various assignments will be scored based on time; accuracy; neatness; completeness; procedure; skill; detail; motivation and attitude; safety practices; clean up; care of manuals, logbooks, and references; and other grading criteria. No task score shall be recorded until assignment is complete. <u>Complete</u> shall include condition and cleanliness of equipment; clean up of work areas; tool condition and return; all projects, supplies and materials being stored properly. Failure to bring books, notes, notebook, and equipment for a given class will result in a loss of grade for that class period. Unless the instructor specifies otherwise, all homework is due at the beginning of the next class.</p> <p><u>Final (Overall) Grade Policy:</u></p> <p>The final overall grade will be computed using the following relevant components:</p> <table> <tr> <td>Attendance/Participation</td><td>40%</td><td></td><td>>89%</td><td>A</td></tr> <tr> <td>Lab, projects, notebooks, homework</td><td>30%</td><td></td><td>80-89%</td><td>B</td></tr> <tr> <td>Exams</td><td>20%</td><td></td><td>70-79%</td><td>C</td></tr> <tr> <td>Final Exam</td><td>10% min</td><td></td><td><70%</td><td>F</td></tr> </table>				Attendance/Participation	40%		>89%	A	Lab, projects, notebooks, homework	30%		80-89%	B	Exams	20%		70-79%	C	Final Exam	10% min		<70%	F
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Attendance	Attendance in class and lab participation is regarded as a requirement and an obligation for learning. Starting with the second absence, each absence will lower the final grade by three (3) points. Four (4) or more absences may result in a failing grade. Being tardy three (3) times will equal one (1) absence. Leaving early equals one (1) absence. It is the responsibility of the student to make up any work missed due to absences and to gain missed lecture information through outside reading and/or notes from classmates.	
Calendar	Class Meeting 1 Class orientation, discuss syllabus, prepare time cards	Class Meeting 2 Review welding symbols and drafting/blueprint specifications
	Class Meeting 3 Review shop math as it applies to layout	Class Meeting 4 Develop patterns for intro layout projects
	Class Meeting 5 Discuss welding requirements and specifications for projects Continue with patterns	Class Meeting 6 Finish project patterns Check out equipment/supplies Begin fabrication on projects
	Class Meeting 7 Review for mid term exam, continue on projects	Class Meeting 8 Mid term exam
	Class Meeting 9 Continue on fabrication projects	Class Meeting 10 Continue on fabrication projects

	Class Meeting 11 Continue on fabrication projects	Class Meeting 12 Continue on fabrication projects
	Class Meeting 13 Continue on fabrication projects	Class Meeting 14 Presentation of fabricated projects
	Class Meeting 15 Review for final exam, shop clean up	Class Meeting 16 Final exam
Additional Information		

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Campus Carry

The 84th Session of the Texas Legislature passed two bills which relate to guns on the premises of college campuses: Effective January 1, 2016, House Bill 910 (commonly referred to as the "Open Carry" bill) allows a Texas Concealed Handgun License holder to openly carry a holstered handgun, except on the campus of a higher education institution. The law remains unchanged that a firearm may be stored or transported in a locked privately owned or leased motor vehicle by a person who holds a license to carry.

Effective August 1, 2016, for four year Universities and Colleges, and August 1, 2017 for Junior Colleges Senate Bill 11 (commonly referred to as the "Campus Carry" bill) allows a license holder to carry a concealed handgun while on the campus of an institution of higher education.

This bill provides that, after consulting with students, staff, and faculty regarding the nature of the population and safety considerations, the Chief Executive Officer of the institution of higher education shall establish reasonable rules, regulations, and provisions regarding carrying on the campus. The established rules and regulations may not generally prohibit license holders from carrying concealed handguns on campus. Information regarding the portions of the campus where license holders may not carry, referred to as Gun Free Zones, can be found within the Concealed Campus Carry Regulations.

It continues to be an offense if the license holder carries a partially or wholly visible handgun and intentionally/knowingly displays the handgun in plain view to another person on the premises of the campus to include driveways, streets, sidewalks, parking lot, parking garage, or parking area of the institution of higher learning. Anyone with questions or concerns regarding the Campus Carry Policy can contact the President's Office at 806-874-4808

Accommodation Statement**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy:

Clarendon College does not discriminate on the basis of race, color, national origin, sex, or disability. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.