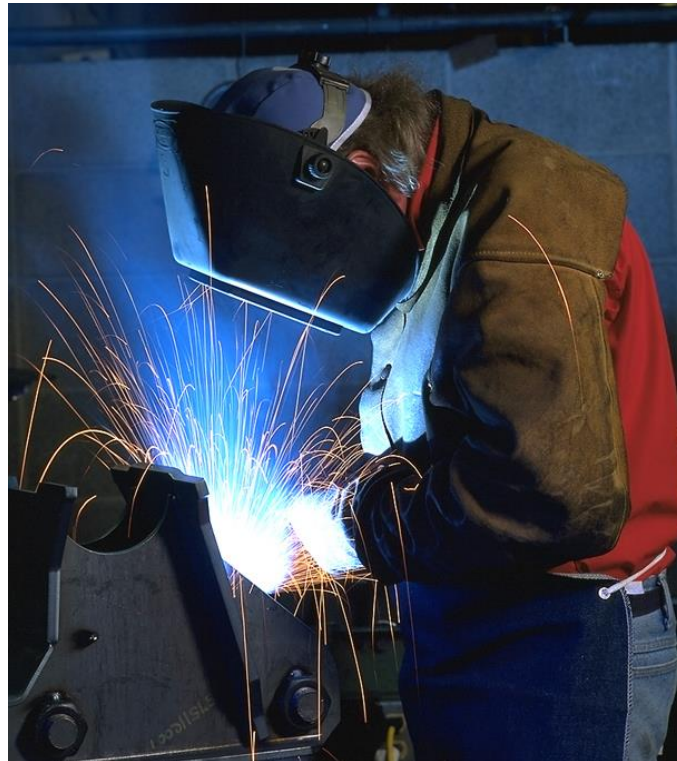




Welding Introduction and DIY Student Handbook



October 5, 2023

Welcome to the Intro to Welding or DIY class at Laurel Ridge Community College!

Please review this Course Specific Handbook, as well as the Laurel Ridge Student Handbook and Student Codes of Conduct. This information is found at www.laurelridge.edu.

Student Learning Objectives /Course Outlines

This class is ideal for new welders and those who want to enhance their current welding skills.

Class description for Introduction to Welding classes:

Many people have an interest in welding, but they aren't sure how to get started. This class will give you the introduction to welding that you've been looking for! You will have the opportunity to learn what welding is all about by learning hands-on. You'll start out the class by learning all about welding safety, but you'll transition to using our welding equipment. This class will focus on SMAW welding and MIG welding (and you'll learn the differences). Come dressed (cotton shirt, long pants, and boots) to work with hot metal and we'll supply the equipment and materials you need. Register today to get sparks flying! For ages 15+

Class description for DIY Welding:

This class is focused on beginner level welding; perfect for those interested in using these skills in a career, for equipment repair or hobby. Using hands-on skill training, experienced instructors will teach you essential welding principles, safety protocols, and fundamental skills, providing a solid welding foundation. Students will explore different processes including SMAW, GMAW, and GTAW welding. Striking an arc, understanding arc patterns, choosing an electrode, and using other pieces of shop equipment are just a few examples of proficiencies covered. There are no tests or certifications with this class, however, by enrolling, you can embark on your welding journey with confidence.

Student Essential Performance Standards

Students are expected to complete course requirements that prepare them to perform essential job functions as a Welder. These functions and skills are:

- **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Static Strength** — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.

Any student who thinks he/she does not possess one or more of these functions should contact the disability services provider at the campus. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For more information, please go to <https://laurelridge.edu/disability/> .

Admission Requirements

Must complete registration for the class including the payment to Laurel Ridge Community College.

Contact Information

The instructor will provide contact information on the first day of class.

Supplies

All supplies are included in the cost of tuition.

Students will be given the supplies needed to be successful throughout the class. Items like leather gloves, helmets, safety glasses are all shared among all students. If you feel more comfortable buying and bringing your own personal supplies to each class, you are welcome and encouraged to do that.

****Student may **not** bring their own metal/projects into the class.**

Course Structure

These courses are between 12-30 hours. In the first class, a lot of time will be spent on safety and explaining equipment in the lab. This is a skill based/focused class. Most of the time will be spent in the lab learning to weld. There is no textbook for the course.

Class Expectations

Students will actively be working in the lab and it is expected that students participate in all lab activities.

Grading System

- A pass/fail grade will be given at the end of the class. It is completely based on attendance. Students may not have below 75% attendance to pass the class.

Attendance Policy

Students are expected to be present, on time, and ready to participate in all regularly scheduled classes.

Grounds for Dismissal from the Program

Include but are not limited to:

- Disrupting the class.
 - Only one warning will be given before a student is removed from the class.
- Exceeding the number of absences and/or tardiness.
- Damaging or incorrectly utilizing the equipment after being instructed how to properly use it
 - Please be aware: **Students may be charged the cost of fixing the equipment if it is determined that equipment was purposefully damaged.** This equipment is extremely expensive, and everyone needs to properly handle it. If you are not sure – ask!
- Stealing

No refunds will be given upon dismissal from the program. Students may follow the college's grievance process if they wish to have their decision reviewed.

Cancelled Classes/Emergency Alerts

If for any reason the instructor needs to cancel a class, students will receive an email or phone call as soon as Workforce Solutions is notified. **It is your responsibility to keep your contact information current so that we can reach you.** Cancellations are not always systemwide. Please check cancellation notices for specific campus details.

Laurel Ridge Community College uses Laurel Ridge Alert to immediately contact you during a major crisis or emergency. All weather-related cancellations will also be relayed through Laurel Ridge Alert.

Sign up for Laurel Ridge Alert to receive emergency messages, weather-related notifications, and other important messages from Laurel Ridge Community College!

Sign up here: <https://laurelridge.edu/emergency-alerts/> or text the word "Laurelalert" to 226787.

Cell Phone/Electronics Policy

Cell phones may not be used during class. Students are not to take or place calls, send or receive text messages, or use social media applications during class. All cell phones are to be turned to silent, not vibrate, while in class. Students are permitted to bring laptops/tablets to class to be used only for class related material.

Please be aware that metal shavings can quickly damage computers. So, please do not set your personal devices near welding booths or lab space.

Dress Code

What to Wear

- Long pants (preferably jeans or cargo pants)
 - 100% cotton shirt, long sleeve or t-shirt depending on the weather
 - Shoes should be leather & at least over the ankle (6"), high tops (8") are highly recommended; steel toes are preferred.
 - Hair tie if necessary
- *** Everything you wear could be potentially damaged by the nature of the class. Please do not wear anything you don't want to be ruined.*

What NOT to Wear

- Shorts
- Tennis shoes/Flip flops
- Anything flammable or easily meltable (like nylon, flannel, or synthetic material)
- Frayed or cuffed pants

Smoking

Smoking is permitted in designated areas on campus.

See Something, Say Something

If you have a concern about something you've observed or heard that may give you concern about another student, impact the safety of our environment, or disrupt the delivery of our educational process, we encourage you to [fill out the See Something, Say Something report form](#). This link can be found at <https://laurelridge.edu/see-something-say-something/>.

Community Resources

If you find yourself in need of additional support throughout your course, please check out our www.laurelridge.edu/wecare website for more information. We offer food assistance, financial assistance, mental health resources and much more! Don't wait to reach out if you need help.

**** This document is subject to change based on the needs of the program. ****

Welding Lab Guidelines

To keep the welding lab up to standard for all the welding classes and guests to our campus (future students and employers), everyone is expected to do their part in keeping the lab clean at the end of every class.

1. Students must wear the following while welding (**no exceptions ever**):
 - a. Helmets
 - b. Gloves
 - c. Jackets
2. Students should be considerate of classes in other labs.

At the end of the class:

3. Curtains must be open
4. Dust the top of the booth
5. Sweep the floor
6. Sweep behind welding machines as necessary
7. Scoop off the extra shavings on the band saw (everyone's responsibility)
8. All materials should be hung up or put back in their proper place.
9. The table in the middle of the room should be kept cleaned of all projects and materials.

****** Clean up starts at least 15 minutes before the end of the class. This is mandatory for everyone.**

****** If materials end up missing, students may be held responsible for paying for the replacement.**