



TEXARKANA
COLLEGE

Welding Program

CLASSROOM PROCEDURE
&
STUDENT HANDBOOK



The Texarkana College Welding program is designed to educate and train students in the field of welding so that they may obtain employment as an entry level welder in the industry. Upon completion of this course, graduates should have the ability to pass a hands-on welding test and have basic knowledge of the welding process and equipment used in the industry.

Give this information to those who may need to contact you in case of emergency; **CELL PHONES ARE NOT ALLOWED** in the classroom or lab without permission.

- **Texarkana College Police phone: 903-798-3330**

Instructor contact information:

Jill Yates: Instructor/coordinator

jill.yates@texarkanacollege.edu

903-823-3289 office

903-826-2185 cell

Joseph Nichols: Instructor

Joseph.nichols@texarkanacollege.edu

903-823-3251 Office

903-908-5806 Cell

Phillip Scarborough: Instructor

phillip.scarborough@texarkanacollege.edu

903-823-3284 office

903-280-8623 cell



1. Welding hood with auto dark lens
2. Welding cap or bandana (100% cotton)
3. 100% Cotton jeans without cuffs
4. 100% Cotton long sleeve button-up shirt
5. Steel toe boots with smooth toe
6. SMAW, GMAW, GTAW welding clothes
7. Clear safety glasses
8. Shade 4-5 safety glasses
9. Striker with flint
10. Steel tape measure
11. 12" adjustable wrench (crescent wrench)
12. A pair of needle nose pliers with side cutter
13. A pair of channel locks pliers
14. 4 ½" angle grinder
15. 4 ½" grinding discs and wire wheels
16. Green or leather welding sleeves or jacket
17. Tool box, bag, bucket or something to keep your tools in. Mark all tools with name and/or student ID.

- **STUDENTS ARE REQUIRED TO HAVE NECESSARY TOOLS AND SUPPLIES.**
- **THE TEXARKANA COLLEGE WELDING DEPARTMENT and INSTRUCTORS ARE NOT RESPONSIBLE FOR KEEPING UP WITH TOOLS, BOOKS, OR SUPPLIES THAT BELONG TO STUDENTS.**

TC Welding Program Dress Code

In order to conform to SAFETY REGULATIONS, the following dress code is enforced in the welding shop at all times. Failure to comply will result in the student receiving disciplinary action.

- All clothing must be made of 100% cotton or wool blend. No synthetic material shall be worn (nylon, rayon, polyester) **synthetics will produce poisonous gasses.**
- In order to block ultraviolet light from passing through the clothing, the material chosen should be tightly woven, thick and dark in color.
- Shirts must be long-sleeved to protect the arms with a high button collar to protect the neck; long enough to tuck into pants to protect the waist to keep the shirt tail from getting caught in rotating equipment or catching on fire. If you wear Tee shirts while not welding they must have sleeves that come over the shoulders. Shirts with pockets must have flaps over pockets to prevent sparks from becoming trapped.
- Pants **must be worn correctly at waist line** having legs long enough to cover tops of boots and be without holes, frayed edges, cuffs or anything that may catch fire.
- Boots must have high tops and be steel/composite toe. Laces are not recommended.
- Welding cap or bandana is recommended to prevent sparks from burning your head while working.

If you have any questions, please ask the Instructor.

Technology Procedure

- As a student of Texarkana College and the Welding program, you will be working with widely used technology in the welding and construction industry. You are required to use equipment and tools respectfully and only with permission.
- Students are required to access **myTC** website and e-mail your instructor **ONCE EVERY MONTH** until course completion. Monthly emails are considered **a test score**, 100 points if you send 0 points if you don't.
- All students will have access to welding simulators as they are needed. You will be required to sign in to the simulators using your initials and the last four digits of your **T number** issued by the college at time of enrollment. Students and Instructors may keep track of simulator training progress via flash drive.

DO NOT USE EQUIPMENT WITHOUT PROPER TRAINING AND PERMISSION!!!

NEVER CHANGE WELDING MACHINE SETTINGS WHILE IN USE!!!

KEEP ALL EQUIPMENT CLEAN AND FREE OF DEBRIS AT ALL TIMES. NO FOOD OR DRINKS ARE PERMITTED NEAR WELDING EQUIPMENT!!!

Your daily schedule

Students are required to have books, tools, safety equipment, and supplies for class every day.

- Day class *main campus* start time is 7am
- TexAmerica start time is 7:30am
- Night class *main campus* start time is 5:30pm

You may only be absent 5 times.

Use them wisely!!!

THERE ARE NO EXCUSED ABSENCES!!!

You will be counted TARDY within 15 minutes after class start time. If you arrive later than 15 minutes, you will be counted absent for that session.

3 tardy marks will equal 1 absence!!!

It is up to the discretion of the instructor if missed work can be made up.

- You will be given one **15 minute break** and one **30 minute (main campus) 1 hour (TA campus) lunch** every daily session. Your instructor will inform you of the time for each of these. Please remember, if you are late returning, you will be marked as tardy!!!
- Be on time for classroom activities.
- All students are required to clean up daily: work areas and given duties will be part of your daily grade.
- **DO NOT leave class without instructor approval.**
- Students are required to attend college sponsored events when notified by the instructor.
- Students are expected to pass all weld positions for each course outcome within the semester timeframe.
- Maintain a “C” average or higher through completion of the program to receive diploma.

Expected student behavior

- **No cell phone use during class/lab** unless given permission. If you have not gotten permission, you may be written up.
- **ZERO TOLERANCE for disrespect or harassment of instructors or fellow students!!!**
This includes profanity and physical threats!!!
- **Students are expected to follow instructions given.**
- **Follow safety regulations at ALL TIMES.** Safety glasses and required PPE will be worn any time you are in the lab area.
- **No sleeping during class/lab activities.** You may be sent home and counted ABSENT for that session.
- **No food /drinks are allowed around or on equipment!**
- No smoking or dipping will be allowed on campus.
- No spitting on the floors, walls or walkways outside.
- No drug use of ANY KIND will be tolerated. TC police department will be alerted to any concerns or allegations.
You must inform your instructor of any prescription medication you are taking and provide a list of any medication to be placed in your file in case of an emergency.
- **Any unsafe act that may (or does) cause injury to others or damage to property will be REMOVED from the welding program!!!**
- **An incident report (write-up) will be filed for violation of any campus or program policy. 4 will result in dismissal from the program.**

By signing below, you are stating you have read, understand, and will abide by the rules and procedures in the Student Handbook for the Welding Program.

Date: _____

Signature

Printed name
