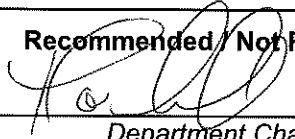

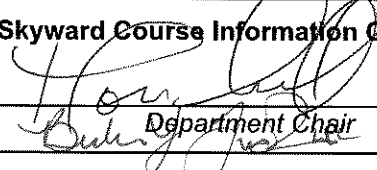


## Process for Changing the Name of a Course Offering - All Schools

*This form is to be completed for a course that has been approved by Curriculum Council but needs an updated name.*

*Example: Physical Education I to Walking for a Lifetime*

<b>STEP ONE:</b> Requesting professional (teacher/counselor) completes the written request.	
<b>STEP TWO:</b> Requesting professional takes request to Department Chair for consideration/additional information.	<b>Recommended / Not Recommended</b>  _____ Department Chair / Date
<b>STEP THREE:</b> Request* is sent to the Head Principal for consideration.	<b>Recommended / Not Recommended</b>  4-3-25 _____ Head Principal Signature / Date
<b>STEP FOUR:</b> Counselors complete Skyward Course Information on the written request form.	<b>Skyward Course Information Completed</b>  _____ Department Chair
<b>STEP FIVE:</b> Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	<b>Recommended / Not Recommended**</b> _____ Curriculum Council Chair Signature / Date
<b>STEP SIX:</b> Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	<b>Recommended / Not Recommended</b> _____ Asst./Deputy Superintendent Signature / Date
<b>STEP SEVEN:</b> Request is presented to BOE for approval	<b>Approved / Not Approved</b>
<b>STEP EIGHT:</b> If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ Date Zendesk Submitted _____ Date Forms Delivered
<b>STEP NINE:</b> GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ <b>Date Changes Complete</b> <input type="checkbox"/> Forms Returned to Office of Curriculum & Instruction

**\*\*Course Not Approved (Notes from Curriculum Council):**

**ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.**

## Request for Name Change to Course Offering - All Schools

### BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: <u>Ryan Meng</u> Department of Submission: <u>Industrial Arts</u> Date Completed by Professional: <u>2/24/25</u>	Building Submitting Request: <u>GLHS</u> Date Submitted to Department Chair: <u>2/24/25</u>
Current Course Name: <u>9667</u> <u>GCCC Introduction to AWS</u> <u>Welding</u>	CURRENT SKYWARD INFORMATION: Short description of course (15 characters) <small>prints on transcripts</small> <u>GCCCIntrAWSWeld</u> <hr/> Long description of course (30 characters) <u>GCCCIntro to AWS Welding</u>
New Course Name: <u>Shielded Metal Arc Welding</u> <div style="text-align: right;"><u>WELD-111</u></div>	NEW SKYWARD INFORMATION: Short description of course (15 characters) <small>prints on transcripts</small> <u>GCCCShMetArcWeld</u> <hr/> Long description of course (30 characters) <u>GCCCShieldedMetalArcWeld</u>
Why is this name change required? <u>To meet GCCC CTE requirements and increase ease of transferability</u>	
Current KCCMS Code: <hr/>	New KCCMS Code (if applicable): <u>13208-Particular Topics in Welding</u>
Please attach the following: <input type="checkbox"/> Standards/Course Objectives <input type="checkbox"/> Syllabus <input type="checkbox"/> Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased <u>for</u> additional credit to be offered? <div style="display: flex; justify-content: space-around;"> <span><u>      </u> YES</span> <span><u>  X  </u> NO</span> </div> If yes, please attach information regarding curriculum to be purchased that includes cost. *If approved by building principal, Council will assume that cost of new curriculum is not a concern.
List any pre-requisite courses: <u>AWS Weld II (7714)</u>	Indicate the following: <input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course  <input type="checkbox"/> Either (depends on grad reqs)

### BELOW TO BE COMPLETED BY COUNSELOR

Current Skyward Course Number: <u>9667</u> Does a new Skyward Course Number need to be assigned? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NOTES:	<p style="text-align: center;"><b>—ONLY COMPLETE THE FOLLOWING IF THEY NEED TO BE CHANGED—</b></p> Course Length: <input type="checkbox"/> 1 quarter <input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters
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Credit to be Earned: General Elective

Is this a dual credit course? YES / NO

Is this a GCCC course? YES / NO

Number of USD 457 Credits: 0.5  
(3 GCCC credit hours = 0.5 credit at USD 457)

GPA Set: ☐ normal ☐ indexed

Skyward Filter:

☐ LA ☐ OC ☐ FA ☐ MA ☐ SS ☐ PE

☐ SCI ☐ CO ☒ GE ☐ FL ☒ STEM

**BELOW TO BE COMPLETED BY TECHNOLOGY**

☐ KCCMS Mapping Confirmed

☐ Skyward Updates including any Course Code Assigned —> \_\_\_\_\_

☐ Grad Requirements & Filtering Confirmed

☐ GCHS Registrar/Counseling Department Notified of Completion

☐ Forms Returned to Office of Curriculum & Instruction

**ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.**

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**Shielded Metal Arc Welding 3hrs.**

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**COURSE INFORMATION**

**Course Number-Section:** Weld-111

**Final Exam:** [Click here to enter text.](#)

**Start/End Date:**

*Course Modality Information*

**Buster Classic:** You will attend class in-person on every scheduled class day.

**INSTRUCTOR INFORMATION**

**Instructor:**

**Phone:**

**Email:**

**Office Location:** [Click here to enter text.](#)

**CONTACTING INSTRUCTOR**

**EMAIL RESPONSE TIME**

**SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES**

COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following:

1. Communicate needs and concerns with instructors
2. Call in if you are sick and cannot attend class (620)276-9680
3. Sanitize hands and workspaces/desks/tables before and/or at the end of class

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

**SYLLABUS STATEMENT FOR FACE COVERINGS**

To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App. Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus.**

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you

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through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

#### **SYLLABUS STATEMENT FOR CONTACT TRACING**

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC) or online at: [https://www.gcccks.edu/covid-19/opt\\_out\\_form.aspx](https://www.gcccks.edu/covid-19/opt_out_form.aspx).

#### **COURSE DESCRIPTION**

**DESCRIPTION:** Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

**PREREQUISITES:** N/A

#### **GCCC'S GENERAL EDUCATION OUTCOMES**

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

#### **TEXTBOOK INFORMATION**

Practical Problems in Mathematics for Welders by Robert Chasan

#### **STUDENT LEARNER OUTCOMES**

- Explain the Shielded Metal Arc Welding process (SMAW).
- Demonstrate the safe and correct set up of the SMAW workstation.

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- Relate SMAW electrode classifications with base metals and joint criteria.
- Demonstrate proper electrode selection and use based on metal types and thicknesses.
- Build pads of weld beads with selected electrodes in the flat position.
- Build pads of weld beads with selected electrodes in the horizontal position.
- Perform basic SMAW welds on selected weld joints.
  - Build a Multi-pass T-Joint in the 1F Position.
  - Build a Multi-pass T-Joint in the 2F Position.
  - Build a Multi-pass T-Joint in the 3F Position using stringer beads.
  - Build a Multi-pass T-Joint in the 3F Position using weave beads.
  - Build a Multi-pass T-Joint in the 4F Position.
- Perform visual inspection of welds.
- Perform SMAW Certification tests to AWS Standards, D1.1 or ASME Section IX

**TYPE**

ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

**TIME COMMITMENT**

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

**CLASSROOM DECORUM**

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. Additionally, students should be mindful of the following:

Students should be seated and have their textbooks, pens and notebooks out and ready for use promptly at the start of each class unless otherwise instructed.

Students will clean off their desks at the end of class so there is nothing on the tabletops.

Students will NOT use their cell phones during class. If an emergency situation produces the need to have the phone available, notify the instructor PRIOR to class.

Headsets/earphones will not to be used in class.

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### **Shielded Metal Arc Welding 3hrs.**

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Best way to contact us outside of class is email [kurt.wenzel@gcccks.edu](mailto:kurt.wenzel@gcccks.edu), [devin.Wackerla@gcccks.edu](mailto:devin.Wackerla@gcccks.edu), [norman.wyatt@gcccks.edu](mailto:norman.wyatt@gcccks.edu)

The instructor reserves the right to dismiss students from class for behavior that violates classroom decorum. This includes nodding off, using foul language, making offensive remarks, etc.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (<http://www.albion.com/netiquette/corerules.html>) (Links to an external site.) by Virginia Shea.

### **CELL PHONE POLICY**

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

### **ATTENDANCE**

#### **GUIDELINES:**

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

#### **GUIDELINES:**

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

#### **COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:**

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.

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5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

## ATTENDANCE

### Garden City Community College Welding Technology Program

#### Attendance Policy

- Students Shall attend all classes.
- There will be a two-week probationary period beginning the first two weeks of the Welding Technologies Program during which you will not have an unexcused absence or more than two tardy. Two tardy are equal to one unexcused absence. In the circumstance where an absence is unavoidable, if excused, must be made up by the end of the probationary period. By the end of the Probationary Period, you must have 80 Contact hours. If you fail to meet this standard, you will be Dropped from the entire Welding Technologies Program.
- If an excused absence is had on the last day of the probationary period, it must be made up by the end of the following week during the given makeup schedule.
- Unexcused Absences will not be made up.
- Excused absences occurring after the two-week probationary period must be made up within ten days. If the excused absences have not been made up by the end of the ten-day period, they will become unexcused.
- If a student incurs more than three unexcused absences in any two-week period, they shall be notified and placed on probation. If a third unexcused absence occurs in the two weeks, the student may be dropped from the class, classes, or the entire Welding Technologies Program at the discretion of the Welding Faculty.
- If a student falls below a 90% attendance rate with unexcused absences after the probationary period, the student will then be notified and placed on probation. If another unexcused absence occurs, the student may be dropped from the class, classes, or the entire Welding Technologies Program at the discretion of the Welding Faculty.
- Three no call no shows during the semester will result in termination from the Welding Technologies Program.



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## *Excused Absences*

*Excused Absences are defined as follows:*

- 1. Student Illness or Doctor appointment with a physician's documentation*
  - 2. Death in the immediate family (requiring documentation of a funeral pamphlet)*
  - 3. Required court appearance with supporting documentation*
  - 4. Athletic or college sponsored event with documentation from a coach or college sponsor.*
- Any other absence will be counted as an unexcused absence unless approved by a Welding Technologies Faculty member.*

*In the event that an extended leave of absence is required, the Welding Technologies Faculty will decide the best route for each individual situation.*

### **ASSESSMENT**

#### **TESTS**

Test will consist of lecture material and homework material and hands on demonstration of weld testing.

#### **HOMEWORK**

Homework is due at the beginning of class on the day it is due.

#### **MAKE-UP/LATE WORK POLICIES**

Late work will only be accepted accompanied by a Physicians Excuse, court ordered appointment, funeral pamphlet, or prior arrangements with an instructor.

#### **EXTRA CREDIT POLICY**

N/A

#### **ATTENDANCE**

Attendance at all class sessions is mandatory for success in this course. An absence is an absence no matter what the reason. Homework must be turned in prior to any scheduled absence. Late assignments are not accepted for any reason unless prior arrangements have been made with the instructor. If student is late or absent, any homework due at the start of class or quiz will be an automatic 0%. Late attendance will be counted as an absence. Each student will

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be given a time card and expected to clock in and out using the time clock. Time cards will be graded weekly.

**FINAL EXAM**

Tardiness will not be tolerated. Any student who is late or absent without being excused by an instructor WILL NOT take the Final Exam.

**GRADING SCALE**

After your numerical grade has been calculated, your letter grade will be determined as follows:

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

**COMPUTATION OF GRADES**

Grades are computed on a total point basis. Points will be accumulated using homework, tests, course final, and attendance.

**ADA/EQUAL ACCESS**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address [accommodations@gcccks.edu](mailto:accommodations@gcccks.edu).

**EQUAL OPPORTUNITY**

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

**COPYRIGHT DISCLAIMER**

Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload,

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or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

***For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.***

*Instructor reserves the right to modify the syllabus.*

**TENTATIVE CLASS SCHEDULE**