

Lee County High School  
Syllabus/Class Policies  
**Introduction to Metals**

**Teacher- Mr. Nelms**

**Room: 611**

**Course Description: 48.58100-Introduction to Metals:** The metals technology curriculum, Introduction to Metals, is designed to acquaint participants with three major technical occupations (welding, sheet metal, and machining) that are available in the metal forming, manufacturing and metals/construction industries. The various activities equip high school students with the skills needed to select a metal industry occupation, enter the workforce, and continue to advance in one of these specialized metals occupations. Experiences include an introduction to the basic requirements of each of these fields, exposure to the structure and nature of career opportunities, and an introduction to types of training and skills required and the use of specialized tools, equipment, and material. This course is designed to familiarize students with fundamentals of various metal occupations for the purpose of preparing them to select either welding, sheet metal, or machining for more highly specialized training in subsequent courses. Minimum performance requirements for this course are based on successful student completion according to the National Center for Construction and Research Center (NCCER) Occupation Standards and the National Institute for Metalforming Skills (NIMS) standards. Students who successfully complete the course in accordance with NCCER standards are eligible for registration with the NCCER National Craft Worker Registry or obtain NIMS credentials.

**ITEMS TO BRING TO CLASS (Every Day):**

1. Safety Glasses\*
2. Long Pants
3. Closed toe/heel shoes
4. Notebook/Notebook Paper
5. Pen/Pencil

\*One pair of safety glasses will be given to every student at the start of the year. If glasses are lost or damaged, the student can buy another pair of glasses from the instructor for \$2.50. Any glasses that are bought elsewhere must be inspected by the instructor before use in the shop. **NO DARK TINTED GLASSES OR SUNGLASSES WILL BE ALLOWED FOR USE INSIDE THE SHOP.**

## **Grading Policies:**

### **Work Ethics = 10%**

Work Ethics are a graded part of every day of school, both in the classroom and in the shop. Grades are recorded on a weekly basis. All students are expected to act responsibly and appropriately at all times. Every day, students are expected to: be in class on time, have their appropriate PPE, promptly start and complete all assignments, act/work safely, and refrain from any horseplay. A student's grade is based on their **performance and attitude** as graded through the work ethic grading rubric. Grievous violations (especially safety and horseplay violations) will result in a ZERO for that week as well as detention or an administrative referral.

### **Daily Assignments = 30%**

Daily assignments are given with each Module (chapter) and can include Review Questions, Trade Term Worksheets, and Safety Video Questionnaires. Each of these is graded on a 100 point scale, based on the percentage of correctly completed work. Daily assignments can be turned in late with a 30 point penalty assessed against the grade. Additional daily assignments may be required as needed throughout the school year.

### **Shop Work = 30%**

Shop Work projects are assigned with the different modules. These will be both individual and team projects. These can include hands on projects and presentations. Students will be allowed to work in the shop after first passing a written general safety test and hands on individual test for tools. Each day they must have appropriate PPE. Grievous safety violations will result in immediate removal from the shop and retraining in the areas of violation until they are confident and responsible in the assigned task.

### **Written Test Grades = 30%**

Written tests come from the NCCER test bank for each module. They require a 70 or above on each test to be considered passing and completed. The tests are random ordered multiple choice questions with four possible choices. Each module test has between 10 and 25 questions. They are scored on a 100 point percentage correct scale. Retest can be taken and the second test score can replace the first if it is greater. Additionally, retests are to be done outside of the regularly scheduled class time and are the responsibility of the student to coordinate with the instructor for the time.



## SHOP RULES

**1. SAFETY is a part of everything.**

2. Safety Glasses, closed toe/heel shoes, and long pants must be properly worn at all times in the shop while work is going on.
3. **NO** horseplay of any kind is allowed in the shop at **any** time.
4. No personal electronic devices are allowed in the shop except by the expressed consent of the teacher.
5. All accidents or incidents must be reported immediately to the teacher.
6. Cleaning up is a part of every day. So, plan your work accordingly.

\*\*Any student that is caught breaking any of these rules can be removed from the shop and given retraining appropriate to the violation. This can include additional assignments, detention, and/or administrative referral.

\*\*Students who damage or misuse any materials or tools will be responsible to reimburse the school the cost of repair or replacement.

### General Rules

1. Students must come to class prepared every day, i.e. pencil, paper, PPE., etc.
2. Attendance is taken daily and students are to be on time and start any continual work.
3. Personal electronic devices are allowed in the classroom at designated times.
4. Students are to sit in the seat of the desks, not on the tops.
5. Students are to ask permission to leave for the restroom or outside of the classroom/shop.
6. Students are to be respectful and courteous at all times.

**General Discipline:**

Discipline problems will not be tolerated. If a problem persists, the student will be referred to an administrator for appropriate action.

<u>1<sup>st</sup> Offense</u>	<u>Warning</u>
<u>2<sup>nd</sup> Offense</u>	<u>Detention w/ guardian contact</u>
<u>3<sup>rd</sup> Offense</u>	<u>Administrative Referral</u>

If you have any questions or concerns, please feel free to email me at [storyke@lee.k12.ga.us](mailto:storyke@lee.k12.ga.us)

**Mr. Nelms**

LCHS Metals and Welding Instructor

Signature Verification Sheet for Class Syllabus  
Introduction to Metals

*Tear this sheet off and return to the teacher signed.  
Retain Class Syllabus for your records.*

I verify that I have read and understand the requirements and responsibilities contained within this syllabus.

Student \_\_\_\_\_

Guardian \_\_\_\_\_

Date \_\_\_\_\_