

Parkway West
Career & Technology Center



Welding Handbook
2024-2025

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1 Welcome/Introduction/Program Overview

The Welding and Fabrication Technology Program is a three-year program designed to train students in the use of oxy-fuel, shielded metal arc, gas metal arc, gas tungsten arc, flux core welding, carbon arc, and plasma cutting.

This program includes instruction in the use of measuring instruments, inspection/quality, hand tools, grinders, metallurgy, blueprint reading, electrical principles, layout and design, and fabrication. Students will also learn to prepare material lists and do cost estimating. Students will have the opportunity to earn American Welding Society (AWS) certification.

2 Regulatory Agencies

Program Advisory Committee

American Welding Society

3 Articulation Agreements

Community College of Allegheny County – Nine credits if student passes high school program of study and must have a 2.5 or better overall grade point average.

Students Occupationally and Academically Ready

4 Student Requirements

Year 1 (Rotation)

- Red Construction t-shirt
- PWCTC combination lock
- Work boots (Steel toe optional)
- Safety glasses

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Year 2 (First Year Concentrators)

- Steel toe boots
- Black Welding Technology T-Shirt
- Safety Glasses
- Notebook
- Pen/Pencil
- Headphones for edpuzzle (Optional)
- Parkway purchased work shirt
- Welding hood
- Welding gloves
- Tape Measure

Year 3 (Second Year Concentrators)

- 1/4" grid paper 11"x17"
- Architectural Scale
- Fillet Weld Gages
- 12" Combination Square
- Welding Technology T-Shirt (Orange)
- Safety Glasses
- Pen/Pencil
- Parkway purchased work shirt
- Welding hood
- Welding gloves
- Tape Measure
- Wire Brush (stainless/carbon)
- Chipping Hammer
- 12" Crescent Wrench
- Membership to AWS
- Steel Toed Boots

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Year 4 (Third Year Concentrators)

- 1/4" grid paper 11"x17"
- Architectural Scale
- Fillet Weld Gages
- 12" Combination Square
- Welding Technology T-Shirt (Orange)
- Safety Glasses
- Pen/Pencil
- Parkway purchased work shirt
- Welding hood
- Welding gloves
- Tape Measure
- Wire Brush (stainless/carbon)
- Chipping Hammer
- 12" Crescent Wrench
- Membership to AWS
- Steel-toed Boots

5 Dress Code

ALL Welding students will be required to order a uniform from our Parkway West CTC uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at www.parkwaywest.org. Once logged onto our website, please access the Parkway West CTC uniform web store by clicking on the web store icon under links and portals. After accessing the web store, select the Construction Cluster tab and then select the Welding Technology Program to begin your order. First year construction students should select the First Year Cluster Program.

A pair of steel-toe work boots, safety glasses, work shirt, welding hood, and welding gloves are also required.

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6 Required Supplies/Shop Equipment

1. Welding hood – APPROX. cost \$50-250 (depending on brand)
2. Welding jacket (FR) – APPROX. cost \$15-40
3. Safety Glasses – APPROX. Cost \$1-5
4. STEEL TOE BOOTS – APPROX. cost \$75-150
5. Welding Gloves – APPROX. Cost \$10-\$20
6. Welding Technology T-Shirt - \$13
7. PWCTC ONLY Combination Lock - \$6
8. PWCTC Work Shirt - \$40

****Welding Concentrators MUST supply their own equipment listed above.**

****Work Uniform and work boots are to be worn at all times. Safety glasses must be worn at all times when in shop area or on a project outside the shop. The only exceptions are during break and in theory class. ALL PPE must be worn at all times when in the labs.**

A Parkway West combination lock purchased from the school's business office.

7 Classroom Rules, Rewards and Consequences

Classroom Rules:

Parkway West recommends that ALL personal electronic devices be stored in the students' lockers. Parkway West is NOT responsible for any lost or stolen personal electronic devices.

No electronic devices during class unless teacher requires them.

No swearing.

No horseplay.

Follow directions first time given. Ask questions if you do not understand.

Change into work clothes at beginning of shop.

No food in shop unless teacher gives permission.

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All students are responsible for their tools signed in/out each day.

Students are responsible for their personal equipment. ALL personal equipment should be locked in their lockers when not in use.

Students are to remain in their assigned area unless excused by the instructor.

Students are to remain in the shop and not in the hallway until the end of the session.

No drink in shop.

No tobacco.

Students who fail to comply will be sent to the office and given a "0" for the day.

- Students must clean their work tables each day.
- Shop must be cleaned every day to instructor's satisfaction.
- Students must have a lock for their locker which must be purchased from the Parkway Business Office. The locker must be locked when not in use.
- If students do not dress, they will be given a "0" for the day and will be required to do bookwork.

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8 Grading Procedures and Policies

Grading Policy:

KNOWLEDGE /SKILLS 80%

WORK ETHIC 20%

*DAILY GRADE

A total of 10 points will be awarded daily if all of the following criteria are met:

1. Attitude (2 pts)
 - A. Horseplay
 - B. Arguing with the teacher
 - C. Abusive language
2. Teamwork (1 pt)
3. Stay on Task (1 pt)
4. Proper Equipment (1 pt)
 - A. Dress
 - B. Pencil
 - C. Notebook
 - D. Tape Measure
5. Clean up (2 pts)
6. Follow directions (1 pt)
7. Safety (2 pts)

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Work Ethics Evaluation Form

Student: _____ Date: _____

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> Attends class on time					
<i>Behavior/Language /Safety(B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools Prepared for Class(C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

Meets Expectations (2) All work ethics standards are met.

The quality of student’s work ethics performance is that of a good employee in the normal work environment.

Needs Improvement (1) Some work ethics standards were not met.

Additional training in employability skills is recommended.

Unacceptable (0) Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

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9 Safety

Safety:

Safety glasses must be worn in the shop at **ALL** times.

Treat tools with respect and use them appropriately.

Safety boots are a must at all times while in shop.

Safety tests must be passed with 100% accuracy.

Do not lift anything over fifty pounds without assistance.

Lockers must be locked when not in use.

It is **NOT** the responsibility of the teacher to assure that the lockers are locked.

10 Cleanup

Shop clean up:

Students are responsible for cleaning up their own work area and the rest of the shop.

Shovels and brooms are kept in their designated areas.

Daily grade will be reduced if area is not clean.

All tools are to be returned to the tool room to the proper place at the end of each session.

Table tops to be ground at the end of each day.

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Criteria for Program Completion

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

CRITERIA FOR COMPLETERS

PROGRAMS OF STUDY (POS)	Student has not completed at least 74% of program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
END OF PROJECT ASSESSMENT	Earned Basic score on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

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12 Miscellaneous Information

Electronic Documents and Parental/Guardian Electronic Signature Policy

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

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Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC's Title IX Coordinator, or the Office of Civil Rights, or both.

The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike
Oakdale, PA 15071
copeland@parkwaywest.org
412/923-1772 ext. *112

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District's Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.

The Quality Policy of Parkway West School I is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.