**Nashville State Community College**
**STEM**
**Industrial Process Control Technology**

**Prime Course Syllabus**

# IPCT 1355 Millwright I

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

## Course Information:

**Course Title: IPCT-1355 Millwright I**
**Credits: 3**
**Class Hours: 2 class hours, 2 lab hours**

**Course Description:**

Introductory millwright concepts including hand and power tools, fasteners and equipment used in the millwright trade, oxyfuel cutting, field sketching and blueprint reading, rigging, setting baseplates and soleplates, and an introduction to bearings. Prerequisite(s): Level 2 placement or higher in Math or concurrent enrollment in MATH 0845

## Instructor Information:

**Name:**
**Email:**
**Office Phone:**
**Office Location:**
**Office Hours:**

**Instructor Zoom Room link:**

## Class Session Zoom Link Information (if virtual):

## Required Textbook(s) & Other Materials:

**Textbook(s):** *Millwright Levels 1 and 2*
**ISBN:** 13-978-0-13-765382-9 and 13-978-0-13-765428-4

**Reference Materials: None**
**Supplies: Pencil and Paper**

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

**Digital Course Materials (DCM):**
To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for obtaining the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

**Course Outcomes:**
Upon successful completion of this course, students should be able to:

- Identify hand tools, fasteners and equipment used in the trade and distinguish their applications
- Apply basic layout principles, blueprint reading, and intermediate trade math
- Identify appropriate gaskets and O-rings according to their applications
- Apply oxyfuel cutting techniques
- Demonstrate how to set baseplates and soleplates

**Course Competencies:**
The following are detailed course competencies intended to support the course outcomes:
Demonstrated through NCCER Performance Evaluations (PVs) following successful completion of testing at a grade of 70 or above. (See course Assessment)

The following are general education competencies intended to support the course outcomes:

**Topics to Be Covered:**

- Orientation to the Trade.
- Millwright Hand Tools.
- Fasteners and Anchors.
- Basic Layout.
- O-Rings and Non-Mechanical Seals.
- Oxyfuel Cutting.
- Craft - Related Mathematics
- Field Sketching.
- Reading Mechanical Drawings.
- Precision Measuring Tools.
- Millwright Power Tools.
- Rigging Practices
- Setting Base Plates and Soleplates.
- Plasma Arc Cutting.
- Introduction to Bearings.

- Removing and Installing Bearings
- Gaskets and Packing
- Craft-Related Algebra and Trigonometry

**Course Assessments:**

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills: The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

A student's mastery of the learning outcomes will be assessed through both module exam and performance evaluation as determined by The National Center for Construction Education and Research (NCCER). The student must pass each module assessment with a score of 70% in order to take the performance evaluation. Performance evaluations (PV) are graded as Pass/Fail and must be successfully completed in order to obtain grading credit for the module PV.

**Grading Policy:**

**Class notes, handouts, practice exercises and your textbook are excellent resources to prep for module exams. Written assignments will periodically be assigned for you do outside of class. Along with the required reading, the homework will guide you and require summarizing key points, Course Assessments: (Continued)**

This is an NCCER class. Tests will be graded as follows:

1) All module exams must be passed with a 70% or higher to become "knowledge verified" through NCCER.
2) Any exams not passed at this level can and should be retaken. One re-take is allowed.
3) Although the student may make above a 70 on the re-take and become knowledge verified with NCCER, the grade of record for the NSCC grade will be the grade made on the first attempt.
4) A score of 70 or above (initially or re-take) is required in order to allow the Performance Verification score.
5) Students with an unexcused absence on the day of a module exam will receive a zero (0) on the module exam for NSCC class scoring; however, the student will be able to retake the exam for NCCER "knowledge verification" purposes.
6) Students who know they will be absent in advance, and inform their instructor, will be given opportunity to test early without penalty.

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

Late work and ability to re-test is covered in the Attendance Policy section. Missed Assignments are covered in Course Assessments section

**Attendance Policy**

Students who have been exposed to COVID-19 or who have tested positive must email virusinfo@nscc.edu.

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is: The student is expected to attend all scheduled classes and laboratories. Attendance will be 10% of the student's overall grade. Any absence, whether excused or unexcused, will result in an overall grade reduction of 0.5% up to 5 absences. Six or more absences will result in a grade of 0 for attendance. Absences are counted from the first scheduled meeting of the class. If a student is absent from a class, he/she should give an advanced explanation to the instructor. The student is responsible for all assigned work in the course regardless of excused or unexcused absences.

Excused Absence: The student will be given the opportunity to make-up any missed assignment. Excused absences include sickness with a doctor's note, a death in the immediate family or as approved by the instructor.

Unexcused Absence: The student will be given a grade of "0" for any missed assignment. Unexcused Absences include all absences not approved by the instructor.

If the student is late for class by more than 30 minutes or leaves more than 30 minutes before being released by the instructor, the student will be counted as absent for the class.

Grading will be as follows:

| Assignment | Scoring | Count | Tot. Pts. |
|---|---|---|---|
| Tests | 50 | 18 | 900 |

| | | | |
|---|---|---|---|
| Reviews | 10 | 18 | 180 |
| PV's | 30 | 15 | 390 |
| Attendance | 10% | 1 | 191 |
| | | | |
| Total | | | 2,361 |

## Grading Scale:

| Letter Grade | Percentage Range |
|---|---|
| A | 90.0 – 100.0 |
| B | 80.0 – 89.9 |
| C | 70.0 – 79.9 |
| D | 60.0 - 69.9 |
| F | Below 59.9 |

### FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date March 22, 2022 receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

### FN

An FN is awarded to students who never attended class.

## Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.

- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: https://www.nscc.edu/current-students/student-online-resources/access-to-internet-and-technology.
- Certain publisher materials may not work on cellphones.

### Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability may vary from campus to campus.

Students should check NSCC website for current hours of operation.

### D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

### ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

### Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

### Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

(*Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.*)

## Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

## RAVE Emergency Alert System

Emergency events can happen at any time, and Nashville State Community College wants to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://www.getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

## Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
    - Tutoring options and appointments: https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring
    - Academic and student resources for school:https://www.nscc.edu/current-students/student-online-resources
    - Support services: https://www.nscc.edu/current-students/on-campus-resources/student-support-services

## Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

## Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor**.**

## Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.