



**2016 – 2017**

**Welding Program Partnership**

**Parent - Student Guide**

## ***TABLE OF CONTENTS***

<b>PARTNERSHIP, COURSE OFFERINGS, STUDENT ELIGIBILITY, AND TRANSPORTATION.....</b>	<b>p. 3 – 4</b>
<b>GRADE REPORTING AND STUDENT COMPLAINT PROCESS.....</b>	<b>p. 5 – 7</b>
<b>SCHEDULE AND ALIGNMENT OF CALENDARS: MCHS AND IVY TECH.....</b>	<b>p. 8 – 9</b>
<b>ATTENDANCE AND DISCIPLINE.....</b>	<b>p. 10</b>
<b>STUDENT CONDUCT EXPECTATIONS AND CONTACT INFORMATION.....</b>	<b>p. 10</b>

## **I. PARTNERSHIP, COURSE OFFERINGS, STUDENT ELIGIBILITY AND TRANSPORTATION**

### Partnership Overview

Beginning with the 2016-2017 academic year, Madison Consolidated High School will offer an additional opportunity to students through partnership with Ivy Tech Community College at the Madison campus.

Ivy Tech Madison will partner with the Madison Consolidated Schools so that Madison Consolidated High School students can complete a post-secondary credential, a thirty-four hour Technical Certificate ("TC") in Industrial Technology (Welding Technology Concentration) and three American Welding Society ("AWS") certifications: SMAW (ARC welding), GMAW (MIG welding), and GTAW (TIG welding) all while enrolled in high school. Through successful completion of these three certifications, students will earn the designation as an AWS certified welder classified as "job-ready" to use welding skills in SMAW (ARC welding), GMAW (MIG welding), and GTAW (TIG welding) upon entry into the workforce.

### **Ivy Tech Community College Technical AWS Certificates:**

**Ivy Tech Community College Welding Technical Certificate Students receive three (3) AWS Certifications: SMAW (Stick/ARC Welding), GMAW (MIG Welding), and GTAW (TIG Welding):**

#### **Shielded Metal Arc Welding - SMAW (Commonly referred to as Stick/ARC welding): WELD 206**

SMAW produces heat from an electric arc that is maintained between the tip of a flux-covered electrode and the surface of the base metal. The electrode consists of a solid metal core covered by a mixture of mineral and metallic compounds. The composition of the coating is dependent on the type of electrode and welding polarity. Among its functions are shielding the weld pool, providing a fluxing action to remove impurities from the weld deposit and by controlling the weld deposit chemistry, providing the desired weld mechanical properties.

SMAW can be performed in areas of limited access and in all positions. It is a viable process for joining most metals and alloys, and the equipment needed is both portable and low in cost.

#### **Gas Metal Arc Welding - GMAW (Commonly referred to as the MIG Welding): WELD 272.**

GMAW is an arc welding process that incorporates the automatic feeding of a continuous, solid consumable electrode that is shielded by an externally supplied gas. The process is used to weld most commercial metals including steel, aluminum, stainless steel and copper and can be used to weld in any position when appropriate welding parameters and equipment are selected. GMAW uses direct current electrode positive (DCEP) polarity, and because the equipment offers automatic arc control, the only manual controls required by the welder are gun positioning, guiding and travel speed.

## **Gas Tungsten Arc Welding - GTAW (Commonly referred to as Tungsten Inert Gas – TIG Welding): WELD 273**

GTAW produces coalescence of metals by heating them with an electric arc between a tungsten electrode and the work-piece. Pressure and filler metal may or may not be used and shielding is obtained through the welding torch.

The use of a non-consumable tungsten electrode and inert shielding gas produces the highest quality welds of any open arc welding process. Welds are bright and shiny, with no slag or spatter, and require little to no post-weld cleaning. GTAW can be used in all welding positions but requires a high level of operator skill, especially on thin and intricate parts. It has been used extensively in the aerospace & aircraft, energy, chemicals and oil & gas industries.

Students receiving the SMAW, GMAW, and GTAW American Welding Society (AWS) Certifications can enter industry trained and start as a certified welder capable of being “job-ready” using their welding skills in Stick/Arc Welding, MIG Welding, and TIG Welding the day they start working in industry

### Academic Expectations: Technical Certificate in Industrial Technology, Welding Concentration

While the majority of coursework within the program is welding specific, some courses can be classified as ‘general education’ and require a minimum standardized test score in order to sit for the class. If a PSAT, SAT, or ACT score does not meet the requirement, the student will take an Accuplacer exam at Ivy Tech to determine course placement. If the minimum score is not reached, remediation will be required.

The General Education courses within the Technical Certificate are:

- COMM 104 – Tech Communications
- MATH 122 – Applied Technical Mathematics

In order to earn the Technical Certificate in Industrial Technology, Welding Concentration, a student must successfully complete all required courses, including the required general education courses, COMM 104 and MATH 122.

### Program GPA Requirement:

All students will be required to maintain at least a 2.0 GPA in their Ivy Tech dual enrollment courses. Failure to maintain this minimum GPA will result in the removal of the student from the program by the Madison Consolidated Schools at the end of the academic semester during which the expectation was not met. *See the Student Expectation Agreement for more details.*

*Individual student circumstances will be reviewed by Madison Consolidated Schools on a case by case basis.*

### Transportation:

Students will be transported by bus from MCHS to the Ivy Tech – Madison campus daily. *See schedule handout for more details.*

## II. **GRADE REPORTING AND STUDENT COMPLAINT PROCESS**

### Dual Enrollment Grade Reporting

As a student in an Ivy Tech Welding Program, students will be held to the standard of a true college student. As a result, grades and communication from Ivy Tech dual enrollment courses will be slightly different than classes taken at MCHS.

### **Blackboard Grade Book**

Student grades will be maintained electronically by Ivy Tech instructors using the Blackboard grade book. Blackboard is a Web-based learning management system designed to provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience. A real-time, up-to-date, online grade book is one of these features utilized by Ivy Tech faculty. Blackboard is accessible to students through Campus Connect, Ivy Tech's web portal for students, faculty and staff. Campus Connect is a single point of access to all of Ivy Tech's online services, including administrative services that normally must be completed on campus. Students will receive a username and will create a password that will allow access to Campus Connect, Ivy Tech e-mail, and Blackboard.

Ivy Tech faculty update the Blackboard grade book each week. In this way, students are able to regularly track their academic progress.

### Mid-Term and Final Grades

Ivy Tech faculty will post both mid-term and final course grades. Both mid-term and final course grades will be available through Campus Connect.

## Student Complaint Process

The Ivy Tech process for the student complaints is found in the Code of Student Rights and Responsibilities at p. 35 and is also excerpted below:

### **General Complaint**

When a student believes he/she has a legitimate general complaint against the college, faculty, or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident. The student and the college, faculty, or staff should make every effort to resolve this issue. It is expected that most, if not all, misunderstandings be resolved at this level.

If the issue is not resolved the student can express his/her complaint in writing to the individual's supervisor. Once the student has submitted his/her complaint in writing with the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Office Vice Chancellor for Students Affairs.

The Office of the Vice Chancellor for Student Affairs will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his/her complaint, then he/she may submit his/her complaint in writing to the Office of the Chancellor. The Office of the Chancellor will review and attempt to resolve the complaint and determine the next course of action.

### Family Educational Rights and Privacy Act (FERPA)

The Ivy Tech Dual Enrollment Form contains language authorizing Ivy Tech to release information to MCHS administrators, faculty, and staff, Ivy Tech administrators, faculty, and staff, and to the student's parents/legal guardians:

To the best of my knowledge, the above information is complete and accurate. I understand that if I knowingly provide false information, my enrollment may be revoked. Additionally, I authorize the release of information between Ivy Tech Community College and the High School/Career Center and the respective staff of each, as well as, to my parents/legal guardian(s) for the purpose of research, evaluation, financial assistance, student status, and/or transfer opportunities. I understand that I will receive a final grade for this course. All grades will be placed on my Ivy Tech Community College permanent record, unless I withdraw from the course(s) no later than the specified withdrawal date for the term. I further understand that receipt of an unsatisfactory grade(s) in any of the above courses may negatively impact my future eligibility for student financial aid and assistance.

This release allows the Ivy Tech administrators, faculty, and staff to communicate with parents/legal guardians and MCHS administrators, faculty, and staff regarding the student's academic records.

### Student Communication Process: Academic Progress/Needs

The MCHS - Ivy Tech Partnership represents an opportunity for students to experience a collegiate learning environment. In the collegiate learning environment, students are expected to independently engage the instructor regarding classroom needs. This provides important training for students in advocating for their own needs, and, ultimately, academic success.

Ivy Tech observes the following procedure for resolving academic needs and/or concerns:

The student must first approach the course Instructor. If the student and the Instructor are not able to resolve the concern to the student's satisfaction, the student may then take the concern to the Program Chair. If the student and the Program Chair are not able to resolve the concern to the student's satisfaction, the student may then take the concern to the Academic Dean. If the student and the Academic Dean are not able to resolve the concern to the student's satisfaction, the student may then take the concern to the Vice Chancellor of Academic Affairs and/or Campus President.

### **Parent Involvement: Student Communication**

Students must ask the Instructor, Program Chair, Dean, Vice Chancellor of Academic Affairs, and Campus President for another party, including a parent/legal guardian, to be present.

### Student Support Services

Students will be instructed in their course syllabus the best means of communication with the Instructor. Instructors will notify students at the start of the semester regarding scheduled office hours for additional advising or course help. We recommend students communicate with their parents about Ivy Tech coursework. Ivy Tech will follow FERPA guidelines in relation to privacy.

**III. SCHEDULE AND ALIGNMENT OF CALENDARS: MCHS AND IVY TECH**

**Daily Schedule:**

<b>Depart MCHS:</b>	<b>Arrive at Ivy Tech:</b>
11:45am	11:50am
<b>Depart Ivy Tech:</b>	<b>Arrive at MCHS:</b>
2:50pm	2:55pm

**Calendar**

**2016-2017 Academic Year**

**Start Date:**

**MCHS: August 3, 2016**  
**Ivy Tech: August 22, 2016**

**Fall Break:**

**MCHS: October 5-14, 2016**  
**Ivy Tech: None**

**Thanksgiving:**

**MCHS: November 23-25**  
**Ivy Tech: November 22-25**

**Winter Break:**

**MCHS: December 21-January 3**  
**Ivy Tech: December 19-January 17**

**Snow Days:**

**Ivy Tech will be considerate of MCHS snow days. If Ivy Tech is open and MCHS is not, class will not be held.**

**2 Hour Delays:**

**May impact the arrival time at Ivy Tech, however, students should still plan on attending class.**

**MCS E-Learning Days:**

**Students will report to Ivy Tech for classes on e-learning days. If there is a weather closing on a scheduled e-learning, students are not required to report to Ivy Tech (see policy above for closings).**



**Spring Break:**

**MCHS: March 27-March 31, 2017**

**Ivy Tech: March 27-March 31, 2017**

**Drop/Add Procedure**

Students may withdraw from the Ivy Tech dual enrollment course(s) as follows:

Students may not make adjustments to their course schedule without first speaking with their assigned MCHS guidance counselor and Dustin Stewart, Director of K-14 Initiatives at Ivy Tech. This is to ensure that the student understands the consequences of his or her contemplated decision.

WITHDRAWAL **ON OR BEFORE SEPTEMBER 2, 2016 (Fall) and ON OR BEFORE JANUARY 27, 2017 (Spring).**

Students may withdraw from the Ivy Tech dual enrollment course(s) on or before September 2, 2016 (Fall) and January 27, 2017 (Spring) without any notation on the Ivy Tech transcript. It is as though the student was never enrolled in the course(s).

WITHDRAWAL **AFTER SEPTEMBER 2, 2016 (Fall) and AFTER JANUARY 27, 2017 (Spring).**

Students may withdraw from the Ivy Tech dual enrollment course(s) **after** September 2, 2016 (Fall) and January 27, 2017 (Spring). A "W" will be noted on the student's Ivy Tech transcript. A "W" may have federal financial aid implications for the student throughout his or her college career.

#### **IV. ATTENDANCE AND DISCIPLINE**

##### **Academic Consequence for Non-Attendance**

**IVY TECH** – The student will be subject to any academic penalty set forth in the course syllabus.

**MCHS** – The student will be subject to the stated penalties set forth in the Student Code of Conduct

#### **V. STUDENT CONDUCT EXPECTATIONS**

Students are expected to abide by the standards set forth in the Student Code of Rights and Responsibilities when at the Madison Ivy Tech Campus. The Code can be found online at the following link for your reference:

<https://www.ivytech.edu/files/Code-of-Student-Rights-Responsibilities.pdf>

#### **VI. Contact Information**

##### **High School Contacts (Counselors):**

**Lori Slygh**

**812-274-8398**

[lslygh@madison.k12.in.us](mailto:lslygh@madison.k12.in.us)

**Carrie Dickerson**

**812-274-8392**

[cdickerson@madison.k12.in.us](mailto:cdickerson@madison.k12.in.us)

**Jennifer Hensler**

**812-274-8396**

[jhensler@madison.k12.in.us](mailto:jhensler@madison.k12.in.us)

##### **Ivy Tech Contact:**

**Dustin Stewart**

**812-235-2580 x4109**

[dstewart113@ivytech.edu](mailto:dstewart113@ivytech.edu)