



Welding Techniques Handbook

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Coordinator Welcome

Welcome to Confederation College and the Welding Techniques Program

Program Overview:

Take your career into your own hands with a trade that is in high demand. You'll learn all the basics of conventional and new welding techniques, watching yourself progress as your projects come to life. After graduation and certification, you'll be ready to work in almost any industry you want, almost anywhere you want!

Confederation College's Welding Techniques certificate program gives you the knowledge and hands-on experience you need to get a start in this exciting and in-demand field. Using our conventional and state-of-the-art welding power sources, you'll get practical experience in various welding techniques. You'll also get the shop instruction required to work towards your four position Canadian Welding Bureau (CWB) certification – flat, horizontal, vertical, and overhead – that most employers use as the standard for employment. Courses include basic arc welding, blueprint reading, pipe to plate, T-joints, basic metallurgy, pressure plate, and advanced welding.



Coordinator Contact Information

Blair Bamford, Program Coordinator

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1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

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We wish you all the best in your studies!

2. Program Credential and Courses

[Welding Techniques Certificate Program](#)

Explanation of credential and courses

1-Year Ontario College Certificate Program

Students in this 1-year College Certificate program will take 12 courses between Semesters 1 and 2.

The standard sequence of courses for the **Welding Techniques** Program are as follows:

Semester 1		Semester 2	
CS 030	Communications for Trades	WC 201	Advanced Welding
WC122	Basic Arc Welding	WC 212	Pressure Plate
WC 127	Blueprint Reading	WC 217	Basic Metallurgy
WC 128	Pipe to Plate	WC 226	CWB Specifications
WC141	Welding Introduction	WC 243	Blueprint Reading II
WC 142	Oxy Fuel Welding and Cutting		
WC 143	T-Joints (Fillet Welds)		

Note: All Semester 1 courses must be successfully completed to continue into Semester 2.

Welding Techniques Certificate Planner

Course Planner Checklist Name: _____ Student # _____

Full-Time Program Requirements		✓ have (Grade)	X need
SEMESTER 1			
CS 030	Communications for Trades		
WC 122	Basic Arc Welding		
WC 127	Blueprint Reading		
WC 128	Pipe to Plate		
WC 141	Welding Introduction		
WC 142	Oxy Fuel Welding and Cutting		
WC 143	T-Joints (Fillet Welds)		
SEMESTER 2			
WC 201	Advanced Welding		
WC 212	Pressure Plate		
WC 217	Basic Metallurgy		
WC 226	CWB Specifications		
WC 243	Blueprint Reading II		

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

Note: Please check [Degree Works](#) for the most recent version of your programs' courses.

3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website ([link provided](#)) and also on page 10 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the **Welding Techniques Program**.

General Class Structure

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system, and provide a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Distance Education students will be contacted by DE staff for an orientation and to share program specific requirements for students who attend online.

Professors will use your college email address and/or Blackboard as a means of communication.

It is your responsibility to check your college email regularly.

4. Program Expectations

Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate and documentable reasons do occur BUT **your professors need to be made aware either prior to, or immediately following the absence**. Waiting to contact a Professor for multiple weeks or months is not acceptable.
- If you are absent from class, you must find out what you missed from your classmates or professor. Your professor will not come to you or re-teach the material.

- Legitimate and documentable reasons for missing class need to be discussed in advance with your Professor. Examples include the following:
 - Illness or Medical Emergency:
If you are sick or experience a medical emergency, you should inform your professor as soon as possible, preferably before the class.
 - Court summons, jury duty:
A court summons or jury duty notice serves as documentation.
 - Death of family member:
Documented through discussion with your Professor
- Unacceptable reasons for missing class include the following:
 - Procrastination or poor time management
 - Sleeping in
 - Trips
 - Work
- If you miss a test/exam/quiz without a legitimate reason, you may receive a grade of zero (0).
- Some courses allow a comprehensive test to replace one missed test grade of zero (0). Some courses do NOT allow this. Consult your professor to determine if this is an option.
- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Assignments, projects, essays, etc. (given as "homework" with a due date) are due on the assigned date. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.
- You CANNOT submit a semester's worth of work at the end of the semester. Assessments are continuous throughout the semester.
- The last day of the semester is the final day to submit work. Beyond that date, work will NOT be accepted.
- Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments. Follow the submission instructions provided by your Professor. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.
- Distance Education students must contact the DE department for testing instructions. This includes approved testing centres, proctors and specific program requirements.

Teamwork

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

Grading

Students require 60% to pass the Welding Techniques Program.

CALCULATING MARKS		
If you have a question about how your test or assignment was marked, ask your professor.		
Marks are calculated as follows:		
Mark	Grade	GPA Points
80% - 100%	A	4
70% - 79%	B	3
60% - 69%	C	2
50% - 59%	D	1
Below 50%	F	0
GPA (Grade Point Average) is calculated out of a maximum of 4 points. The highest GPA you can receive is a 4.00. To graduate it must be 2.00.		

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.
- **Cell phones may or may not be allowed in class, consult with your professor.** If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.

- **Focus on what's happening in class.** Talking to classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes and participate in classroom.
- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

Additional expectations:

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 12)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

A complete list of Confederation College Policies and Procedures can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

Academic Integrity

Purpose: Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

Scope: Applies to all students and staff to guide behavior and support learning.

Academic Integrity: Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

Definition of Academic Dishonesty: A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

Consequences: Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.

Procedure for Students:

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

Academic Integrity Sign-off

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, _____ (print name), have read and understand the Academic Integrity information and policy contained in the Welding Techniques handbook.

Student Signature: _____ Date: _____

6. Resources and Support Services

Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

7. Contact Information

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