

Sheet Metal Processes and Tool Use – Spring 2017

Course #: MFG K130, CRN 13499/13500

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Class Hours: Thursday 5:30-6:20PM/6:21-9:51PM Room B108/B110
Office Hours:
M 1:00 – 2:00PM
T 3:00 – 4:00PM
W 2:00 – 3:00PM
T 4:00 – 5:00PM
F By appointment

Required Text: Precision Sheet Metal – Shop Theory. Richard S. Budzik. Practical Publications.
ISBN-0-912914-24-4

Course Description:

This course is developed to provide a comprehensive overview of manufacturing processes and tool use. Knowledge, skills and abilities will be achieved through classroom lecture and laboratory projects.

Course Objectives:

Upon completion of this course, the student should be able to:

1. Demonstrate the safe use of basic shop hand tools, power tools and machinery
2. Demonstrate the ability to choose and use the appropriate precision measuring device for the required task.
3. Demonstrate the ability to use various layout tools to transfer information from a 2D drawing to a piece of metal.
4. Safely manufacture a sheet metal detail from supplied prints.

Disabilities Statement:

Students with disabilities are guaranteed reasonable accommodation under the provisions of the Americans with Disabilities Act of 1992. Disclosure of a disability must be voluntary and initiated by the student. For further assistance, please contact Matt Liscum in the Office of Disability Services at 860.215.9265 or mliscum@threerivers.edu. Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

Plagiarism:

Plagiarism is the unacknowledged use of another person's work or ideas in your writing. It is often known as copying word-for-word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussion or a study group is considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. Your writing for this course, and any other course at TRCC, is expected to be original, and the product of your own thinking. A student who has plagiarized will receive a ZERO on his/her assignment and may be reported to the Academic Dean and/or Student Services Dean for disciplinary action.

Technology Statement:

The use of cell phones or other technological devices is not permitted during class time, unless deemed appropriate by the instructor.

Electronic Learning Portfolios:

All students are required to maintain an online learning portfolio in [Digication](#) that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

Email:

Correspondence by email is considered a method of formal communication. Emailing an instructor is not the same as emailing or texting a friend. Please use a proper salutation, complete sentences, punctuation, proper spelling and identify yourself by name in the body of the email. **Students must use their [college issued email account](#). College issued email is the official mode of communication used by the college to contact students.**

Class Cancellation:

To determine if the college is closed, please visit the TRCC webpage at <http://www.trcc.commnet.edu/> and/or sign-up for notification through MyCommNet ALERT.

College Withdrawal Policy:

Course withdrawals are accepted up until the week before classes end. Withdrawal forms are available online or at the Registrar's office. The withdrawal does not have to be signed by the instructor but it is strongly advised that you speak with your instructor before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar's Office at 860.215.9064. Emails and faxes are also accepted. If you are receiving financial aid, it is strongly recommended that you contact the [Financial Aid Office](#) before withdrawing. Withdrawal may affect your financial aid for current and/or future semester(s). It is your responsibility to confirm that the withdrawal has been received.

The last day to withdraw from the Spring 2017 semester is May 8, 2017

Class Attendance and Homework:

Class Attendance is expected and vital (see Classroom Participation below). Missing class will negatively impact your grade. You are expected to arrive on time, be ready to take notes, participate in discussions and lab exercises.

****I do not accept late work in this class.**** If you know you are going to miss a class, please speak with me in advance to make appropriate accommodations. Your missed work will need to be turned in on the day you return to class after your excused absence.

Evaluation Criteria:

The following criteria will be considered in evaluating student performance:

- a. Attendance and class participation
- b. Weekly lab assignments
- c. Quizzes
- d. Midterm and final exams

a. Attendance and class participation

Lateness and absences will have a negative impact on your grade. This class is comprised of lecture followed by lab. You can't gain the knowledge if you are not present when it is delivered.

b. Weekly lab assignments

There will assigned lab exercises throughout the semester. Please have them completed by the scheduled due date. Late assignments are not accepted.

c. Quizzes

There will be quizzes administered at random throughout the semester. Quizzes are to be completed in the first 20-minutes of class time. **No makeup quizzes will be given.**

d. Midterm and final exams

During the semester there will be a midterm and final exam. Exams will consist of (but will not be limited to) multiple choice, short answer, true/false, matching, and practical exercises. Exams cannot be made up unless arrangements have been made with the instructor *prior* to the time of the exam.

Grade Computation:

The following is a breakdown of the final grade:

a. Attendance/Class Participation	10%.
b. Lab Assignments	40%
c. Quizzes	10%
d. Midterm	15%
e. <u>Final Exam</u>	<u>25%</u>
TOTAL	100%

Grading Distribution:

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Class Schedule (subject to change at instructor's discretion):

<u>Week(s)</u>	<u>Topic</u>
1	Introduction & Safety
2	Materials
3-4	Measuring Tools & Lab Exercises
5-6	Layout Tools & Lab Exercises
7-8	Hand/Power Tools & Lab Exercises
9	Midterm
10-13	Lab Exercises
14	Catch Up & Final Review
15	Final Exam

SPRING 2017 Standard 15 Week Session

Jan 16	Martin Luther King Day - college closed
Jan 17	New student orientation
Jan 18	Professional Day, Registration deadline and last day to drop classes for full tuition refund
Jan 19	Classes begin, Add and drop periods begin
Jan 25	Last day for registered students to add a class
Feb 1	Last day to drop classes and partial tuition refund
Feb 16	Last day to select audit option
Feb 17-20	Lincoln's and Washington's Birthday observed - classes not in session
Mar 15	Last day to apply for summer (August '17) graduation
Mar 13-19	Spring Break - classes not in session
Mar 30	Last day to select pass/fail option, last day to submit incomplete work from Fall '16 and Intersession '16 Advising day (classes in session)
Apr 3	Continuing Degree-Seeking Student Registration for Summer '17 Session and Fall '17 Semester Advising day (classes in session)
Apr 14	Good Friday - college closed
Apr 17	New Student and Non-Degree Seeking Student Registration for Summer '17 Session and Fall '17 Semester
May 4	Reading/make-up day
May 8	Last day to withdraw from classes
May 15	Last day of 15 week session
May 22	Final grades due
May 24	Student grades available on web Commencement
May 29	Memorial Day - college closed
June 15	Last day to apply for fall (December '17) graduation