

**GREAT FALLS COLLEGE  
MONTANA STATE UNIVERSITY**

**WELDING PROGRAM**



**GREAT FALLS  
COLLEGE**

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**MONTANA STATE  
UNIVERSITY**

**Student Handbook  
Fall 2023**

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### **A Note from the Division Director**

Dear Welding Technology Student,

Congratulations on your decision to pursue higher education and a welding career. We are excited you have chosen Great Falls College to assist you in obtaining your educational goal. On behalf of the faculty and staff, I want to personally extend a warm welcome. We are here to assist you to be successful in this very important life changing endeavor.

As you start on this new exciting journey, you will probably have many questions. The information in this student handbook is a supplement to the college student code of conduct policy and will answer many of your questions. Please make yourself familiar with both documents. If you need further clarification, please reach out to your faculty or student advisor.

With your hard work and the guidance of your instructors, your educational journey in the field of welding can be an exciting one. Hopefully you will take advantage of this unique opportunity and apply yourself to get as much as you can from the program and all it has to offer.

Once again, welcome to the Great Falls College MSU welding technology and fabrication program.

Respectfully,

Quincie Jones, MEd  
Executive Director of Career & Technical Education

## Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Welding program. The information provided in this handbook is meant to supplement that provided in the Great Falls College Student Conduct and Grievance policy.

Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors first. If students are not satisfied with the resolution, they will need to make an appointment with the division director. More information on instructor complaint procedures can be found at the link below.

*The Great Falls College-MSU academic misconduct policy, descriptions, sanctions (300.40), and procedures (300.50) can be found at*  
<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>.

## Attendance Policy

Attendance is an important predictor of your college success. It is also a major part of success on the job; absenteeism is a leading cause of job loss. Employers are interested in a student's attendance and study habits because they reflect how he/she will perform on the job.

We want you to succeed in the program and in your future career, so, in consultation with representatives from business and industry on the welding program's advisory committee, we have established an attendance policy to help students develop good work habits.

Your success in the welding program at Great Falls College-MSU is based on two criteria: performance and attendance. To complete the program, you must be able to demonstrate the skills and knowledge required in each course and show strong work ethic by attending class.

Because of the importance of attendance to the program (and later to employment) the Welding Department has implemented the following attendance policy. This policy applies to all courses in the program, and no exceptions will be made. Below are the consequences for each **unexcused** absence.

Absences per semester block (fall & spring):

Day 1 – No repercussions

Day 2 – Academic Alert sent to Advisor

Day 3 – Letter grade drop in the class

Day 4 – Meeting with Division Director and Instructor

Day 5 – Another letter grade drop in the class

Day 6 - Dismissal from program

*The Great Falls College-MSU Attendance & No Show policy 210.1 can be found at [http://www.gfcmsu.edu/about/policies/PDF/200/210\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/200/210_1.pdf).*

## Excused Absences

Excused absences will be considered for the following reasons on a case by case basis: military service, mandatory public service (court appearance, jury duty, etc.), emergency medical attention of self or immediate family member, and/or death of an immediate family member. As with any employer, you are expected to notify your instructor prior to the start of class that you are requesting an excused absence and you will not be in attendance, or that you will need to leave early on a certain day.

## **Attendance Tracking & Grading**

Absence and/or tardiness will be kept track of for each class. You will be graded daily. Each day is worth 4 points and any time you come in late or leave early, regardless of which class, there will be a loss of 2 points for that day in each of the classes in which you are enrolled.

Additionally, if you come in late and leave early on the same day, that will count as an absence and result in zero points for the day.

## **Grading Policy**

Quizzes/Tests will be 30% of the final grade. You must notify the instructor within 24 hours of the exam date to discuss options for makeup of the test/quiz. If you do not contact instructor within 24 hours, or if makeup is not an option, you will receive a zero and the zeros will be averaged into your final grade.

Practice welds and skill demonstrations will be 30% of the final grade.

Attendance will be 25% percent of the final grade.

Chapter reviews, work ethic lessons and other assignments will be 15% of the final grade.

## **Grading Scale**

A = (94% and above), A- = (93 – 90%)

B+ = (89 – 87%), B= (86 – 84%), B- = (83 - 80%)

C+ = (79 – 77%), C = (76 – 74%), C- = (73 – 70%)

F= 69 and below

*Please talk to the instructor if you have any questions regarding your grade. There will be a midterm grade posted, but it is not posted on your official transcript. Students with a failing grade in any class will not be awarded a welder qualification certificate if one is earned, until the failing grade has been rectified. The Great Falls College-MSU grading policy can be found at [http://www.gfcmsu.edu/about/policies/PDF/300/308\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/308_1.pdf).*

## **Great Falls College-MSU – College Learning Outcomes**

All graduates will engage in learning activities that enhance their professional and personal lives, as well as their communities. During your academic career at Great Falls College-MSU, you will engage in learning activities that demonstrate:

CLO 1 –Critical Thinking  
CLO 2 –Communication  
CLO 3 –Professionalism

*More information about assessment at Great Falls College-MSU can be found at <http://www.gfcmsu.edu/about/assessment/outcomes.html>.*

### **Program Hours and Break Times**

You will be part of either a morning group or an afternoon group called a “cohort.” Each cohort has set class times as described below.

**Morning Cohort:** The shop will be open at 6:45 am. Classes will begin at 7 am and end at 12:30 pm, Monday through Friday. One 15-minute break will be provided during the morning hours. Lunch break will be for 30 minutes.

**Afternoon Cohort:** Classes will begin at 11:30 am and end at 5:00 pm, Monday through Friday. One 15-minute break will be provided during the afternoon hours. Lunch break will be for 30 minutes.

### **Clothing**

Safety glasses will be worn at all times while in the shop. Regular prescription glasses will be acceptable with side shields.

A face shield and safety glasses will be worn at all times while using the pedestal grinder, hand grinder, or wire brush.

Personal Protective Equipment (PPE) for welding or burning must be of the type that will fit over safety or regular glasses.

No one will weld/cut without proper PPE.

No welding or cutting will be done without safety glasses being worn.

Horseplay will not be tolerated due to the hazards and dangers of fire, as well as the safety and well-being of all students.

Long hair can be a safety hazard in the welding occupation; therefore, it is mandatory that such hair be cut or controlled.

Hair on the face (beards, sideburns, and mustaches) can be a safety hazard in the welding occupation; therefore, it is recommended that such hair be shaved or trimmed to a reasonable length.

Mustache wax will not be allowed.

## **Cell Phone Policy**

During classroom instruction, you are required to put cell phones into a status that will not interrupt class. Faculty and students alike need to be sensitive to how potentially disturbing the interruption of cell phones can be.

## **Plagiarism and Academic Integrity**

Stealing, cheating, dishonesty and other violations of the Student Code of Conduct will be handled on an individual basis. You should familiarize yourself with the Great Falls College-MSU Student Code of Conduct.

*The Great Falls College-MSU academic misconduct policy, descriptions, sanctions (300.40), and procedures (300.50) can be found at <http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>.*

## **Drug and Tobacco Free Campus**

Great Falls College-MSU promotes the health, wellness, and safety of all students, employees, and visitors. Therefore, all use of smoking, tobacco, and nicotine delivery products on campus property is strictly prohibited. Smoking and tobacco products include, but are not limited to, cigarettes, cigars, pipes, bidi, hookahs, smokeless tobacco, chewing tobacco, dip, snuff, electronic cigarettes, vaping devices, and any other product packaged for smoking or the simulation of smoking. Approved cessation devices are allowed.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is also prohibited.

*The Great Falls College-MSU tobacco policy can be found at [http://www.gfcmsu.edu/about/policies/PDF/600/601\\_3.pdf](http://www.gfcmsu.edu/about/policies/PDF/600/601_3.pdf).*

*The Great Falls College-MSU drug policy can be found at [http://www.gfcmsu.edu/about/policies/PDF/300/303\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/303_1.pdf).*

## **Reasonable Accommodations for Students with Disabilities**

Students with physical, mental, or learning disability questions should contact Disability Services at 406.771.4311 or [katherine.meier@gfcmsu.edu](mailto:katherine.meier@gfcmsu.edu). Disability Services provides accessibility and accommodations as indicated in the Americans with Disabilities Act (ADA) or Section 504 Disability Services.

## **Health Safety Procedures**



Keeping campus healthy requires both the College and individuals to act responsibly. The College will follow the recommendation of the Cascade City-County Health Department when there is a documented contagious illness or disease.

To prevent the spread of illness, you should stay home when ill, wash your hands frequently with soap and water for at least 20 seconds, cover your cough or sneeze with your elbow or a tissue, maintain a 6-foot physical distance when possible, avoid sharing items with others, use PPE, and notify your instructor if you become ill.

You will also be required to sanitize shared tools and equipment between uses. Your instructor will provide more specific instructions.

### **Employment Information**

Some industry employment will required students to disclose any history of criminal prosecution which may include the students' driving record. Some will also require a drug screening.