

Precision Machining and Manufacturing Technology

Course Syllabus

Welcome to the Precision Machining & Manufacturing Technology class. In PMMT you will be given the necessary skills, not only as an entry level Machinist, but also an entry level employee in a manufacturing company. This class is run just as a business would be. As your Instructor, I will give you the tools necessary to be a good entry level employee. Only you can take these tools and learn how to use them correctly.

This course allows you to learn at your own pace. How much you learn will depend on you and your ability to manage your time and to be self motivated. But for the sake of efficiency, the Instructor will set time tables which are more than sufficient. The better you manage your time, the more you will learn. The more you learn, the more advantages you will have over others who will be competing for the good paying jobs.

Attendance

Attendance is very important! As you can see below, Employability Competencies are 50% of your grade. Attendance is part of your Employability Competencies. As with any company, if you become ill, or can't get to class on time, you are required to call the office @ 360-473-0580 and let me know. If you fail to call, it will be counted as an unexcused absence. **You are only allowed 8 absences per Trimester or 12 absences per Semester.** Subsequent absences will result in at least a grade reduction of 2% for each absence. Sending school activities or long term illness will not be counted against you if adequate documentation can be provided. Punctuality is also an Employability Competency. Every four (4) tardies will be counted as one session absence.

Employability Competencies

West Sound Technical Skills Center puts a lot of emphasis on Employability Skills. These are skills that would make you a good employee. They include attendance, punctuality, reliability, attitude, getting along with others, and being able to work alone or as a team member, just to name a few. One half (50%) of your grade will be on Employability.

Grading

This class is competency based and all assignments, projects and class activities have industry competencies assigned to them. You are graded in three areas: Employability Competencies, Assignments/Projects, and Machining Competencies. All competencies and assignments will be graded on a scale of 0 to 4. Total grades will be calculated as:

- 50% Employability Skills
- 25% Text Book Assignments & Tests
- 25% Mandatory or personal projects

Assignment Grading

You will be required to complete at least two mandatory projects before being allowed to do personal projects. Each project will be graded using an industry grading sheet which will be completed and handed in to the instructor. Grading will be according to the following categories:

- 0 = Work not turned in or completed to industry standards.
- 1 = Work turned in but not complete and major errors in manufacturing process
- 2 = Work Complete but major errors in assignment.
- 3 = Work Complete and only minor errors in assignment.
- 4 = Work Complete and no errors in drawing.

Machining Competencies Grading - All Machining Competencies are graded as follows:

- 0 = No Exposure/No information or practice provided during program; complete training required.
- 1 = Exposure Only; General information provided with no practice time; close supervision needed and additional training required.
- 2 = Limited practice; has practiced job during program; additional training is required to develop skill.
- 3 = Moderately Skilled; has performed job independently during the training program; limited additional training may be required.
- 4 = Skilled and can perform job independently with no additional training required.

Final Grades - Final Grades will be calculated as:

A	3.8-4.0	93-100%	C	2.0-2.2	73-76%
A-	3.4-3.7	90-92%	C-	1.7-4.9	70-72%
B+	3.2-3.7	87-89%	D+	1.3-1.6	67-69%
B	3.0-3.1	83-86%	D	1.0-1.2	64-66%
B-	2.7-2.9	80-82%	D-	.7-.9	60-63%
C+	2.3-2.6	77-79%	F	.6 & Below	59% & Below

Materials & Tools

Material for all mandatory projects will be provided free of charge. Materials for personal projects will be paid for in advance by the student. Because some vendors require a minimum purchase amount, you may be asked to purchase more than what will be needed to complete the project.

Common Hand tools will be provided. Costly Precision Measuring tools will be used in this class and are to be handled with care. As with hand tools, any Precision Measuring tools broken as a result of misuse or abuse will be paid for by the responsible student. Precision Measurement kit will be available for purchase for approximately \$30-\$50.

Attitude/Enthusiasm/Respect

A positive attitude is expected at all times. Students are expected to be enthusiastic in learning about the Machining/Manufacturing trades. Some of the material covered will not be as exciting as other material but it is necessary that both be given enthusiastic and positive attention. All participants will be treated with respect.

Declaration: I have read the Syllabus above and accept it as stated.

Signed _____ **Parent/Guardian** **Date** _____

Signed _____ **Student** **Date** _____